DOCUMENT RESUME

ED 325 122 IR 053 318

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TITLE Brittle Books Programs. SPEC Kit 152.
INSTITUTION Association of Research Libraries, Washington, D.C. Office of Management Studies.
REPORT NO ISSN-0160-3582
PUB DATE Mar 89
NOTE 161p.
AVAILABLE FROM Association of Research Libraries (ARL), Office of Management Studies, 1527 New Hampshire Ave., NW, Washington, DC 20036 ($20.00 per copy; subscriptions are available).
PUB TYPE Guides - Non-Classroom Use (055) -- Reports - Research/Technical (143) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Academic Libraries; *Administrative Policy; Books; Guidelines; Higher Education; Library Collection Development; Library Standards; Library Surveys; *Microreproduction; *Preservation; Program Descriptions; Records (Forms); *Research Libraries; Search Strategies; *Serials
IDENTIFIERS *Brittle Books

ABSTRACT

This document focuses on the evaluation, bibliographic searching, replacement, preservation photocopying, and microfilming of library materials that are too brittle to handle without risking damage. To assess these activities, a SPEC (Systems and Procedures Exchange Center) survey was sent to members of the Association of Research Libraries (ARL), with resonses from 64 to 118 member libraries (54%). Over 90% of the responding libraries have some mechanism for systematically identifying brittle books. Most libraries operate programs for replacing brittle books with hard or film copies and for fitting materials that cannot be replaced with protective wrappers and boxes. More than half of the libraries have developed preservation photocopying and microfilming capabilities. Nearly half of the libraries segregate brittle materials. Most libraries assign the responsibility of selecting preservation options to professional librarians, and many have forged links between preservation and collection development. Nearly half of the libraries discard 90% of original materials after providing adequate film or hard copy replacements; conversely, nearly 20% retain more than 90% of original materials. Approximately 64% of respondents, rely exclusively on microfilm. This SPEC Kit contains the survey instrument and the survey results, planning documents, organizational charts and job descriptions, searching and selection procedures and forms, guidelines and workflow descriptions, microfilming and photocopying procedures, and a five-item reading list. (SD)

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Brittle Books Programs

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spec flyer
#152 - March 1989
OMS
Systems and Procedures Exchange Center
ISSN 0160 3582

BRITTLE BOOKS PROGRAMS

by Jan Merrill-Oldham, Head, Preservation Dept., University of Connecticut Library, and Gay Walker, Head, Preservation Dept., Yale University Libraries.

In recent years, many constituencies have focused attention on the deteriorating condition of research collections in North American libraries. While the library community has played a key role in generating this growing awareness, it also has been instrumental in developing programs to combat what has come to be called the "brittle book" problem—publications produced on acid paper that are now so deteriorated that they must be reproduced in some form or eventually be lost.

Library programs are being initiated on several fronts—nationally and locally. There are the cooperative microfilming activities of the Research Libraries Group, the nationwide preservation program articulated by the Commission on Preservation and Access, and the substantial growth in funding for the National Endowment for the Humanities, Office of Preservation. On a regional level, both well-established and newly-formed library consortia are actively engaged in preservation projects.

Condition surveys repeatedly reveal that preservation problems exist not only in isolated situations, but in all research libraries.

Most significant at the local level, the findings of condition surveys repeatedly reveal that preservation problems exist not only in isolated situations, but in all research libraries. This kit focuses on the evaluation, bibliographic searching, replacement, preservation photocopying, and preservation microfilming of books and serials that have become too brittle to handle without risking damage. To assess these activities, a SPEC survey was sent to members of the Association of Research Libraries in mid-1988. The following comments are based on responses of 64 ARL members. More complete survey results are available in the kit.

LIBRARY AWARENESS AND PROGRAMS. Over 90 percent of the responding libraries have some mechanism in place for systematically identifying brittle books. This is a significant departure from practices common only a short while ago, when brittle books often remained unnoticed in the stacks, circulated without restriction, and came to the attention of staff when they fell apart during use. Most libraries operate programs for replacing brittle materials with hard or film copies and for fitting materials that cannot be replaced with protective wrappers and boxes. More than half the libraries have developed conservation, preservation photocopying, and microfilming capabilities. Nearly half of the libraries segregate brittle materials from others.

DECISION-MAKING STAFFING AND PROCEDURES. Most libraries assign the responsibility of selecting appropriate preservation options for brittle materials to professional librarians. In institutions reporting on this activity, professional librarians are involved more than 90 percent of the time. In 70 percent of the libraries, librarians make the decisions exclusively. Over 80 percent of the libraries report participation by selectors and bibliographers. In about half the libraries, the bibliographic searching that supports decision-making involves professionals either exclusively or partly. These results suggest that libraries have established the importance of preservation decision-making, and that they have forged strong links between preservation and collection development.

Libraries . . . have forged strong links between preservation and collection development.

It is commonly understood that the scope of the brittle books problem far exceeds current capabilities to address it. It is natural, then, that the matter of selecting titles for reproduction would become a major issue as reprographic activity increases. While identifying brittle materials during the normal course of handling and use is inevitable, some librarians advocate that the preservation of all brittle items in important subject collections is a more reliable way of ensuring that a coherent body of information will be salvaged.

Of all volumes filmed or photocopied by the responding libraries, slightly more than two-thirds are identified through routine handling, and approximately one-third through systematic review. The effect of increased grant funding on preservation selection mechanisms bears watching. To date, funding has been committed almost exclusively to projects based on the subject approach to selection.

MICROFILMING AND PHOTOCOPYING: POLICIES, PRACTICES. Underlying the decision to microfilm or photocopy is the debate over whether film is an adequate replacement for the original hardcopy of a text. Of all responding

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libraries, nearly half discard 90 percent or more of the original copies of volumes after they have been reproduced. Conversely, nearly 20 percent retain more than 90 percent of all originals. Current practice seems to suggest that retention of the originals is often either impractical or not feasible. Regarding the choice between preservation microfilming and photocopying, about 40 percent choose to film in 90 percent or more of the cases. About 25 percent choose to photocopy in 90 percent or more cases. Only rarely are volumes both filmed and photocopied.

These statistics say little about the relative numbers of volumes microfilmed and photocopied; rather, they reflect institutional choices. Further, those choices are based only partly on preference. Capability is a governing factor. Preservation photocopying is within the reach of most libraries because the technology is readily accessible. In contrast, preservation microfilming requires a greater degree of training, skill, and bibliographic documentation, and, typically, contracting for services from a commercial vendor.

To some extent, increased involvement of scholars in the preservation decision-making process is likely to affect the choice of reformatting media.

Regarding microfilming practices, 35-mm roll film is clearly the medium of choice, with 64 percent of all respondents using it exclusively, although modest use of microfiche is reported. Among respondents, use of the step-and-repeat camera is the most common method of microfiche production. The growing controversy regarding microfilm versus microfiche for the production of master negatives is a difficult one to resolve. While in many cases microfiche provides superior reader access, microfilm offers a number of technical advantages, including a lower reduction ratio, opportunities to correct film errors by splicing, and better protection against misfiling. To some extent, increased involvement of scholars in the preservation decision-making process is likely to affect the choice of reformatting media.

ISSUES. The management challenges inherent in planning and developing brittle books programs are great. Such programs are expensive, resources to mount them are inadequate, and the level of production that is currently contemplated is unprecedented. Many technical questions are not as yet answered, and existing technologies fail to meet all needs. As technical and resource problems are resolved, however, research libraries have established the centrality of preservation programs, and have developed strong connections between preservation and collection development functions.

At the individual library level, how to go about identifying and selecting brittle materials for preservation remains an issue: grant funding favors projects based on the subject approach to selection, yet many libraries are identifying materials as they are used. Regarding library users, ongoing communication with faculty and scholars becomes important when libraries are making choices concerning reformatting. Libraries have a responsibility to keep their constituencies informed regarding brittle books programs and to provide for enhanced and open access to reformatted materials.

The SPEC Kit on Brittle Book Programs (#152, March 1989) contains SPEc survey results, planning documents, organization charts and job descriptions, selection and searching procedures and forms, guidelines and workflow descriptions, microfilming and photocopying procedures, and a selected reading list.

* * *

This flyer kit was prepared as part of the OMS Collaborative Research/Writing Program.

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SURVEY RESULTS

Systems and Procedures Exchange Center

OMS

Office of Management Services, Association of Research Libraries
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • 202-232-8656

July 1, 1988

TO: SPEC Liaisons

FROM: Maxine Sitts, SPEC Center
Jan Merrill-Oldham, Gay Walker - Collaborative Research Writers

RE: SPEC Kit on Brittle Books

As interest in the problem of paper embrittlement grows, so too does the need to share information about the ways in which brittle books programs are being implemented and managed. To help meet this need, the ARL Committee on Preservation of Research Library Materials is working with SPEC to develop a kit to be published in early 1989. We are seeking documents on these topics:

* Identifying brittle monographs and serials

* Conducting bibliographic searches to determine the relationship of brittle titles to the rest of a collection, and to identify available hard copy and microform replacements

* Selecting options for dealing with brittle books (e.g., replacing,reproducing, placing in protective enclosures, conserving, withdrawing)

* Implementing preservation decisions either in-house or by contracting with commercial vendors

The following types of documents will be considered for the kit

.Committee and planning reports
.Decision-making criteria
.Departmental organization charts
.Flow charts and forms
.Lists of searching tools
.Office memos, routing slips
.Policies and procedures
.Training guides
.Job descriptions

The brief survey is intended to supplement the data that will be collected by means of the 1987-88 ARL Preservation Statistics Questionnaire, and intentionally does not overlap the Questionnaire.

Send documents and responses by September 1, 1988 to Collaborative Research Writer Jan Merrill-Oldham; Preservation Department; Babbidge Library, Box U-5P; University of Connecticut; Storrs, CT 06268.

- BRITTLE BOOKS PROGRAMS -

(202) 232-8656

Respondent _____

Institution _____

Telephone (A.C.) _____

1. Which of the following options, if any, does the library exercise for dealing with brittle monographs and serials? Check all applicable.

_____ Systematic identification (e.g., during the course of cataloging, shelf preparation, charging out, reshelving, repair) followed by one or more of the actions listed below in this question

_____ Maintenance of a cumulative list of volumes or titles that have been returned to the shelf in their embrittled state

_____ Segregation (e.g., in a restricted-access "brittle books collection")

_____ Protective enclosure in wrappers and/or boxes

_____ Replacement with commercially available hard copy

_____ Replacement with commercially available film or film produced by another library

_____ Filming (in-house or commercial services)

_____ Photocopying onto alkaline paper (in-house or commercial services)

_____ Conservation (e.g., deacidification, encapsulation, and rebinding)

_____ Other (specify)

2. Who (e.g., subject specialists, preservation librarians, conservators, faculty) is involved in selecting appropriate preservation options for volumes identified as brittle ? Indicate job levels or titles.

3. Who is involved in bibliographic searching to determine the relationship of a title to the collections, and to determine whether hard or film copy can be purchased? Indicate job levels or titles.

QUESTIONS FOR LIBRARIES ENGAGED IN PRESERVATION MICROFILMING

_____ CHECK HERE IF THE LIBRARY IS NOT SO ENGAGED
AND RETURN SURVEY AND DOCUMENTS.

Answers should reflect all filming or photocopying of brittle books done by the library, whether items are identified as a result of routine handling by staff and patrons or as part of a special project. We are interested in statistics that most accurately reflect current policy. (Additional comments may be supplied on a separate sheet.)

4. _____ Of all volumes that are filmed and/or photocopied, approximately what percentage is initially identified through the course of routine processing and handling, as opposed to through a systematic review of the materials in a particular collection or subject?

5. _____ Of all volumes that are filmed and/or photocopied, approximately what percentage is retained in the original format after being reproduced?

6. Of all volumes that are reproduced (either in-house or under contract):

   _____ Approximately what percentage is filmed?

   _____ Approximately what percentage is reproduced on alkaline paper?

   _____ Approximately what percentage is both filmed and reproduced on alkaline paper?

7. Of all volumes that are filmed approximately what percentage of all service (use, distribution) copies is produced on:

   _____ 35 mm. roll film

   _____ Microfiche produced on a step-and-repeat camera

   _____ Microfiche by strip-up method

   _____ Microfiche made by jacketing roll film (non-standard)

   _____ Other (describe briefly)

8. Under what circumstances is more than one title filmed on a single reel of microfilm?

Respond by SEPTEMBER 1, 1988 to:
Jan Merrill-Oldham; Preservation Department; Babbidge Library, Box U-5P; University of Connecticut; Storrs, CT 06268

BRITTLE BOOKS PROGRAMS

Survey Results: 64 responses from 118 ARL member libraries (54%)

1. Which of the following options, if any, does the library exercise for dealing with brittle monographs and serials?

	# libs.	% resp.
Systematic Identification:	57	89%
Cumulative List:	18	28%
Segregation:	27	42%
Protective Enclosures:	52	81%
Replacement Hard Copy:	52	81%
Replacement Film:	46	72%
Preservation Microfilming:	37	58%
Replacement Photocopy:	43	67%
Conservation:	35	55%

Other:

Planned deterioration; deselection; withdraw
No systematic program; identify by chance
Not done yet; making extensive studies of problem
Transfer to environmentally-controlled storage
Substitute worn stack copies with gift copies

2. Who is involved in selecting appropriate preservation options for volumes identified as brittle?

	# libs.	% resp.
Only professional staff involved:	44	69%
Only non-professional staff involved:	1	2%
Both professional and non-professional staff involved:	14	22%
Not Done:	1	2%
Not Answered:	3	5%

Involved Staff Included:

Selection officers/bibliographers:	52
Faculty:	4
Special Collections Librarian:	4
Preservation Librarian:	28
Conservation Librarian:	3
Head of Binding:	2
Acquisitions Librarian:	2
Materials Processing paraprofessional:	2
Administrative Staff:	1
Serials Librarian:	1
Preservation paraprofessional:	6
Conservation Technician:	4
Circulation & ILL paraprofessional:	2
Catalog Librarian:	1
Clerks:	2
Conservator:	6
Binding Unit Staff:	2
Any Staff Member:	1
Collection Development Librarian:	3
Circulation Librarian:	2
Branch Librarians:	2

3. Who is involved in bibliographic searching to determine the relationship of a title to the collections, and to determine whether hard or film copy can be purchased?

	# libs.	% resp.
Only Professionals:	17	27%
Only Non-Professionals:	26	41%
Both Professionals and Non-Professionals:	17	27%
Not Done:	3	5%
Not Answered:	3	5%

Involved Staff Included:

Preservation Librarian:	4
Acquisition Librarian:	6
Bibliographers:	19
Conservation Librarian:	1
Catalog Librarian:	2
Collections Development Librarian:	4
Serials Librarian:	1
Librarians:	3
Special Collections Librarian:	1
Circulation Librarian:	1
Library Assistants:	4

Clerks:	2
Senior Library Specialist:	2
Pre-order Searchers:	9
Collection Development Asst.:	3
Materials Processing Head:	1
Bibliographic Searchers:	4
Technical Assistant:	2
Conservation Technician:	1
Preservation Specialist Para-prof.:	2
Student Assistance:	1

Preservation Microfilming Involvement

Involved: 37 libraries (58% of the response)

4. Of all filmed/photocopied volumes, what percentage is intially identified through routine processing rather than through systematic review. (% given of 37 involved.)

	# libs.	% resp.
100%:	14	38%
Between 90% and 99%:	6	16%
Between 76% and 89%:	5	14%
Between 51% and 75%:	0	0%
Between 26% and 50%:	1	3%
Between 11% and 25%:	6	16%
Between 1% and 10%:	4	11%
0%:	1	3%
Not Answered:	2	5%

5. Of all filmed/photocopied volumes, what percentage is retained in the original format after reproduction?

100%:	2	5%
Between 90% and 99%:	4	11%
Between 76% and 89%:	3	8%
Between 51% and 75%:	1	3%
Between 26% and 50%:	6	16%
Between 11% and 25%:	2	5%
Between 1% and 10%:	6	16%
0%:	9	24%
Not Answered:	2	5%

6. Of all volumes that are reproduced (either in-house or under contract):

Percentage filmed?

100%:	7	19%
Between 90% and 99%:	9	24%

	# libs.	% resp.
Between 76% and 89%:	3	8%
Between 51% and 75%:	2	5%
Between 26% and 50%:	2	5%
Between 11% and 25%:	3	8%
Between 1% and 10%:	5	14%
0%:	6	16%
Not Answered:	2	5%

Percentage photocopied (alkaline paper)?

100%:	6	16%
Between 90% and 99%:	4	11%
Between 76% and 89%:	2	5%
Between 51% and 75%:	1	3%
Between 26% and 50%:	2	5%
Between 11% and 25%:	4	11%
Between 1% and 10%:	11	30%
0%:	6	16%
Not Answered:	2	5%

Percentage both filmed and reproduced on alkaline paper?

100%:	0	-
Between 90% and 99%:	0	-
Between 76% and 89%:	0	-
Between 51% and 75%:	0	-
Between 26% and 50%:	1	3%
Between 11% and 25%:	0	-
Between 1% and 10%:	8	22%
0%:	28	76%
Not Answered:	2	5%

7. Of all volumes filmed approximately what percentage of all service copies is produced on:

35 mm roll film:

100%:	22	59%
Between 90% and 99%:	4	11%
Between 76% and 89%:	0	-
Between 51% and 75%:	0	-
Between 26% and 50%:	1	3%
Between 11% and 25%:	3	8%
Between 1% and 10%:	1	3%
0%:	3	8%
Not Answered:	4	11%
Used but no % given:	1	3%

Microfiche (step-and-repeat camera):

	# libs.	% resp.
100%:	1	3%
Between 90% and 99%:	1	3%
Between 76% and 89%:	1	3%
Between 51% and 75%:	1	3%
Between 26% and 50%:	0	-
Between 11% and 25%:	0	-
Between 1% and 10%:	0	-
0%:	27	73%
Not Answered:	6	16%
Used but no % given:	-1	3%

Microfiche (strip-up method):

100%:	0	-
Between 90% and 99%:	0	-
Between 76% and 89%:	0	-
Between 51% and 75%:	0	-
Between 26% and 50%:	0	-
Between 11% and 25%:	0	-
Between 1% and 10%:	1	3%
0%:	30	81%
Not Answered:	5	16%

Microfiche (jacketing roll film):

100%:	0	-
Between 90% and 99%:	0	-
Between 76% and 89%:	0	-
Between 51% and 75%:	1	3%
Between 26% and 50%:	0	-
Between 11% and 25%:	1	3%
Between 1% and 10%:	2	5%
0%:	27	73%
Not Answered:	6	16%

Other:

Policy under development
16mm roll film unjacketed (to record integrity of archival materials before conservation)
5% in Copyflo from negative

8. Under what circumstances is more than one title filmed on a single reel of microfilm?

Not Answered: 13 libraries (36% of response)

Other Answers:

For master negatives of short volumes only.
Master negative storage; selected microfilming grants and projects, not for materials generated by Circulation.
Master negatives only, not for copies.
Multiple titles of monographs put on same reel; serials filmed one title per reel.
Not currently done
No application.
Monographs are only one per reel; serial titles and ceased or part of special collections are filmed together.
Monographs are put together multiple titles; serials are kept one per reel.
Rarely multiple titles per reel, only special subject groups of pamphlets, clippings, etc.
Only if titles are part of the same collection.
Almost never done.
If titles are part of a series, or have intrinsic subject relationships.
Not done.
Only one title per reel.
Never done (filmed together but cut up).
Normal practice is to put one title on a reel; occasionally multiple titles are put on masters to save space; also with service copies of sets.
Short works are filmed together to save space, later cut before cataloging.
Routinely film multiple titles per reel for all generations.
Only when using jackets for fiche or with pamphlet sets or short volumes from the same subject or collection.
Only short pamphlets.
Never done; filmed together and cut up.
All monographs, broad subjects together (serials separately) for space and cost reasons.

Comments:

Very few special files filmed; no formal program. These projects have been done by a private firm under contract.

PLANNING

University of Washington Correspondence

INTERDEPARTMENTAL

May 26, 1988

TO: Collection Development and Management Council

FROM: Gary L. Menges, Chair
Brittle Book Task Force

SUBJECT: BRITTLE BOOKS

Kristina Starkus and I gave five brittle book presentations on January 26, 27, and 28. They were attended by 165 library staff members. There was considerable discussion and comment at all of the sessions. These discussions reinforced our feelings that the brittle book problem must be tackled internally through establishing a brittle book program, and externally through building support for the allocation of the necessary resources to "solve" the problem and for converting to the use of permanent paper for library materials.

Establishment of a formal brittle book program in the Libraries requires resources for replacement of brittle materials and for staff to implement this replacement. Last year the Resources Budget Committee recommended the allocation of $10,000 for a Brittle Books Fund. The Director of Libraries approved the use of $10,000 of the Libraries' frozen funds, if and when these funds are released. The Council has also authorized the use of the Multiple Copy Reserve Fund for the replacement of brittle materials needed for reserve. The Libraries' budget proposal for 1989-91 includes a funding request for a preservation program which would include funding a brittle book program. The elements of a brittle book program are listed in the attached outline.

With the pending closure of the Department of Printing's microfilming operation, the establishment of a Preservation Replacement Program responsible for brittle books and preservation microfilming is a possibility. This program would utilize commercial microfilming services and preservation photocopying services such as that available through the Library Binding Service.

Many actions are being taken nationally to increase awareness of the brittle book problem and to build support for the use of permanent paper. Starting in July, as part of the GEAC acquisitions subsystem, the Libraries will begin to use a purchase order form that includes the following statement as part of the conditions of purchase:

> "The University of Washington Libraries prefers publications printed on paper which meets the minimum requirements of American National Standard for Information Sciences - Permanence of Paper for Printed Library Materials. ANSI Z39.48-1984."

An article in University Week on the brittle book problem also was suggested. At the Pacific Northwest Library Association in August, a resolution will be introduced to urge regional publishers to use permanent paper. A PNLA effort might include contacting regional authors to build support for the use of permanent paper and contacting regional paper mills to urge them to produce acid-free paper for library materials.

As a Libraries brittle book program evolves, we need to continue our efforts to build support for finding solutions to the problem; to search for library photocopiers that are less damaging to library materials; to assure that only non-acidic materials are used in conjunction with library materials (binding, bookplates, photocopy replacement pages); etc.

There are several areas relating to brittle books where further Council discussion would be profitable. These are:

1) Funding

Are there ways to fund the replacement of brittle books that we have not discussed? For example, the use of revenue from library book sales or the use of fine money. Since we now have authorization to have book sales, I assume we will have a book sale at some point in the near future. All revenues from MIT Library's book sales go into a preservation endowment. Should the Council recommend such an action for us?

In 1986/87 the Libraries collected $90,916 in fines. This money goes to the University general funds. Although it has been argued that the Libraries can collect fine money without charges of self-interest if it does not retain fine money, the use of fine money for brittle book replacement was suggested several times during the January brittle book presentations. We would, of course, need to convince the University Administration to give up this revenue which has been earmarked for other purposes.

Are there other sources for brittle book funding that we have not discussed?

2) Priorities

Funding for a brittle book program will probably be inadequate to meet all replacement needs. How should available funding be prioritized? Should priority be given to replacing individual items as they are identified or to systematically reviewing areas of the collection?

If individual items, give priority to:

a) high use items, e.g., reserve
b) unique items
c) reference works
d) other?

If collections, give priority to:

a) Areas known to be in poor condition, e.g., newsprint collections such as newspaper backfiles, newspaper clippings in the Pacific Northwest pamphlet file, World War II era Chinese newsprint books in East Asia, Slavic materials printed on poor quality paper, etc.
b) The strongest areas of the collection.
c) The heaviest-used areas of the collection.
d) Other?

3) Guidelines

Can we develop any general guidelines for the use of brittle book funds? For example, purchase reprints rather than microforms when both are available, use photocopy replacement instead of microfilm for monographs, etc.

How much time should be devoted to searching? Should preservation staff verify the condition of other copies and editions or rely on "availability checks"? Should sources other than OCLC and NUC be checked to establish locations of other copies?

4) Brittle Book Area

Many libraries that have brittle book programs have established separate brittle book areas, either as a holding area until funding to replace them is available, or as a shelving location for brittle material that is to be retained but not replaced. Should we establish such an area, e.g, in the Auxiliary Stacks? Although this would mean some user inconvenience, it would increase awareness of the problem and allow us to maintain some control over the handling and use of these items.

5) Handling and Use of Brittle Books

Should books identified as brittle be designated non-circulating? Should photocopying be allowed?

The Council might want to add other discussion items to this list.

/ljp
attachment

cc: Nancy Baker
Kristina Starkus
Preservation Committee

ELEMENTS IN A BRITTLE BOOK PROGRAM

I. Identification

Identification of brittle material may occur at various points:

A. Selection. Condition should always be a factor in making a selection decision. Although a decision to add a brittle item to the collections may be made, the special handling and care required of brittle items should be considered. A decision on how a brittle item is to be treated should be made at this stage. (See III.B. below)

B. Bibliographic Control. Brittle items may be identified during processing.

C. Circulation. Brittle items may be identified when circulated or shelved.

D. Binding and repair. Items may be identified as brittle when sent for binding or repair.

E. Users may bring brittle items to the attention of a library staff member.

Items initially identified as brittle should be referred to preservation replacement staff.

II. Preservation Replacement Staff

A. Staff verify that the material is in fact brittle and should be handled through brittle book procedures.

B. Searching:

1. Are there other copies, editions, other volumes in a monographic set or serial run in the library system? Ideally, conditions of these copies are also assessed.

2. Other libraries - OCLC, NUC, etc., are searched to establish locations of other copies.

3. Availability of reprints or microform copies is checked.

III. Selector decision in consultation with preservation staff:

A. Selector decisions are made within the context of the Libraries' collection and collection management policies, e.g., Replacement - Collection Development (Operations Manual v.4 c.7, June 24, 1981, rev. June 1987) and Relocation of Library Materials (Operations Manual v.4 c.4 rev. Feb. 1984)

B. Options

Among the options for treating brittle materials are the following:

1. Withdraw

2. Do nothing, return to shelf - planned deterioration

3. Relocate, e.g., Special Collections, Auxiliary stacks, or a brittle book area

4. Make protective enclosure and return to shelf

5. Replace with a) another copy
   b) another edition
   c) a reprint
   d) microform available commercially or from another institution

6. Reproduce (library-initiated)
   a) microform
   b) preservation photocopy

7. Disbind and encapsulate individual pages (very rarely used option)

C. Factors to be considered in selecting specific options

1. Physical condition (paper and binding)

2. Cost of the option

3. Value of the item in terms of scarcity and availability of copies at other libraries

4. Significance or importance of the author, subject, and/or title for our collections

5. Frequency of use

6. Kind of use (e.g., reference)

7. Artifactural value (bindings, printing, significant inscriptions or marginalia, illustrations including those that cannot be adequately reproduced, etc.)

IV. Implementation Considerations

Standard procedures are followed for withdrawal, relocation, repair, and replacement. Special considerations for brittle materials may include the following:

A. Because of condition, a brittle item may be held in a brittle book area until decisions are made or implemented or until funding is available to implement a decision.

B. Retention decisions:

1. If a copy is replaced, should the original be discarded? If retained, where?

2. If a copy is replaced or withdrawn, should significant graphic material be retained? How should this material be kept, e.g., photocopy textual material and bind photocopy and original graphic material together, locate graphic material in Special Collections and note in online catalog, etc.

C. Reproduction decisions:

1. How is the item to be reproduced - preservation photocopy, microfilm, microfiche, etc. Is any original material to be retained (See IV.B.2 above)

2. Reproduction should follow national standards.

3. Reproductions should be inspected for quality (good resolution and density) and completeness.

4. If reproduced in microform, information regarding the existence of a master negative should be recorded in a national data base.

5. Proper storage of master negatives must be arranged.

UNIVERSITY OF CONNECTICUT LIBRARIES

September 18, 1987

TO: David Kapp, Acting Head, Government Publications Department

FROM: Jan Merrill-Oldham

RE: Brittle G.P.D. materials

As you know, we currently have no systematic approach to preserving the large numbers of brittle government publications that are regularly identified by our staff and patrons. As a result, we are daily faced with a dilemma in Conservation, where brittle items are routed for treatment.. Our specific concerns are as follows:

Concerns

1. We have not developed a policy for dealing with brittle government publications once they have been identified, and are accumulating materials in the Preservation Office and the Government Publications Office. We don't search for microform replacements on a routine basis, nor are we documenting problem titles in a systematic way.

2. In cases where we have boxed or wrapped brittle volumes and returned them to the open stacks we have made no record of that fact, nor have we inserted a cautionary note in the volume for readers.

The development of a policy statement and associated procedures is essential if the Preservation and Government Publications Departments are to communicate in a common language and move materials through the conservation and binding work flows expeditiously.

Options

We have several options for handling brittle government publications--even given that we cannot microfilm them at present. While some of the following suggestions require staff time that is not available, there are probably steps that we could take to improve our current practices. For example, we might:

1. Search for microform replacements of certain titles. Perhaps searching could be done selectively, e.g., for large sets of very brittle materials.

2. Develop a file containing bibliographic information for titles that have been identified as brittle.

3. Construct protective enclosures for selected brittle materials using high quality paper and board, but structures that are as simple and inexpensive to execute as possible; label enclosures with care and handling instructions; and maintain a file containing bibliographic information for all brittle items that have been placed in an

enclosure. (For successfully housing larger volumes, a phase box is often the least expensive enclosure--although we could consider wrapping seldom-used items in alkaline paper and labeling wrappers.)

4. We could reproduce selected brittle items having fewer than a designated number of pages (perhaps 100) onto alkaline paper, and make appropriate annotations on bibliographic records.

Perhaps the following scenario and series of questions will serve as a useful focus for our upcoming meeting on this topic:

Scenario for Handling Brittle Government Publications

1. Brittle government documents are identified by patrons and staff.

2. Materials are sent to appropriate bibliographers to determine whether they should be retained.

   * What information is gathered preliminary to making the decision to retain or withdraw?

3. If a title is to be retained, an attempt is made to identify an available replacement copy (film, paper, or other medium).

   * What types of materials are worth searching for, based upon what G.P.D. librarians know about reprinting activity? Can guidelines be developed?

   * What sources should be searched for materials in the various collections (state, federal, foreign, and international) within the Department? Can searching guidelines be developed?

4. If a title is to be retained and a replacement has been identified, a decision is made as to: a) whether to purchase the replacement and b) if the replacement is purchased, whether to also retain the original copy. Assuming that we can't always afford to purchase available replacements:

   * What are the criteria for immediate purchase (e.g., heavy use, severe embrittlement of the original, replacement costs under a certain dollar amount)? Can guidelines be developed?

   * If a replacement is purchased, under what circumstances will the original also be retained? Can guidelines be developed?

   * If purchase of a replacement must be delayed, how will the embrittled original be treated, and what records will be kept?

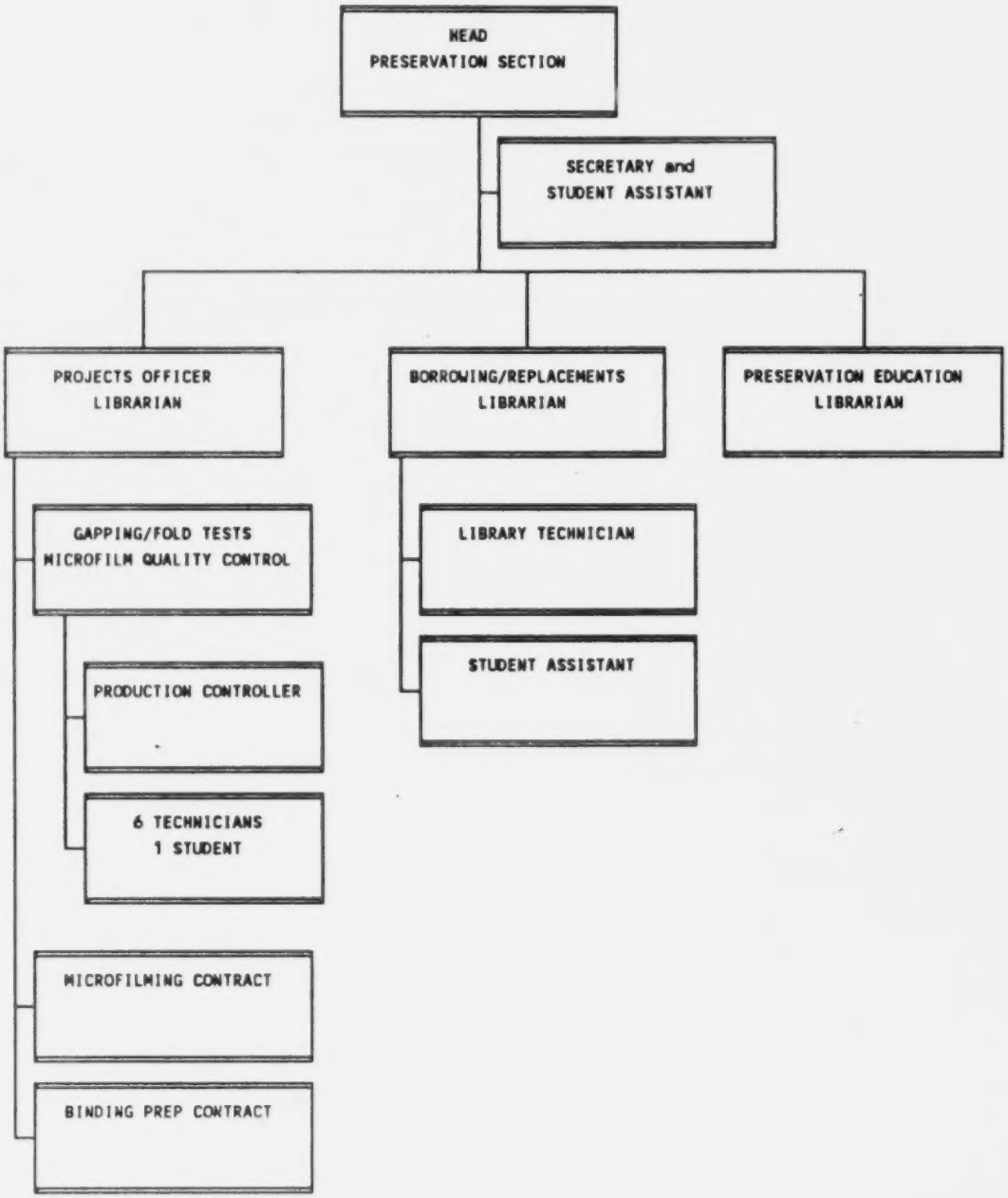
5. If a title is to be retained and no replacement is available:

   * How will the embrittled original be treated, and what records will be kept?

ORGANIZATIONAL CHARTS

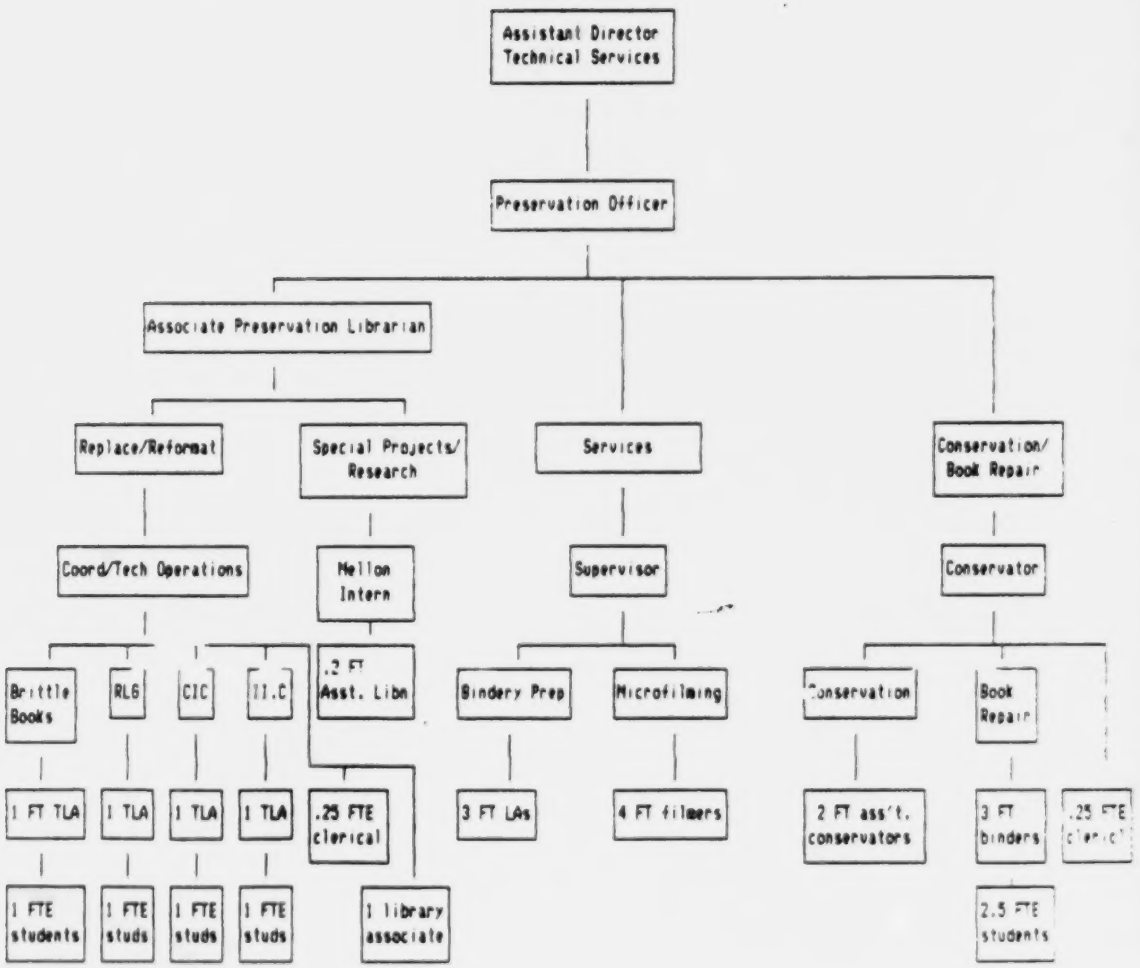
JOB DESCRIPTIONS

NATIONAL LIBRARY OF MEDICINE
PRESERVATION SECTION



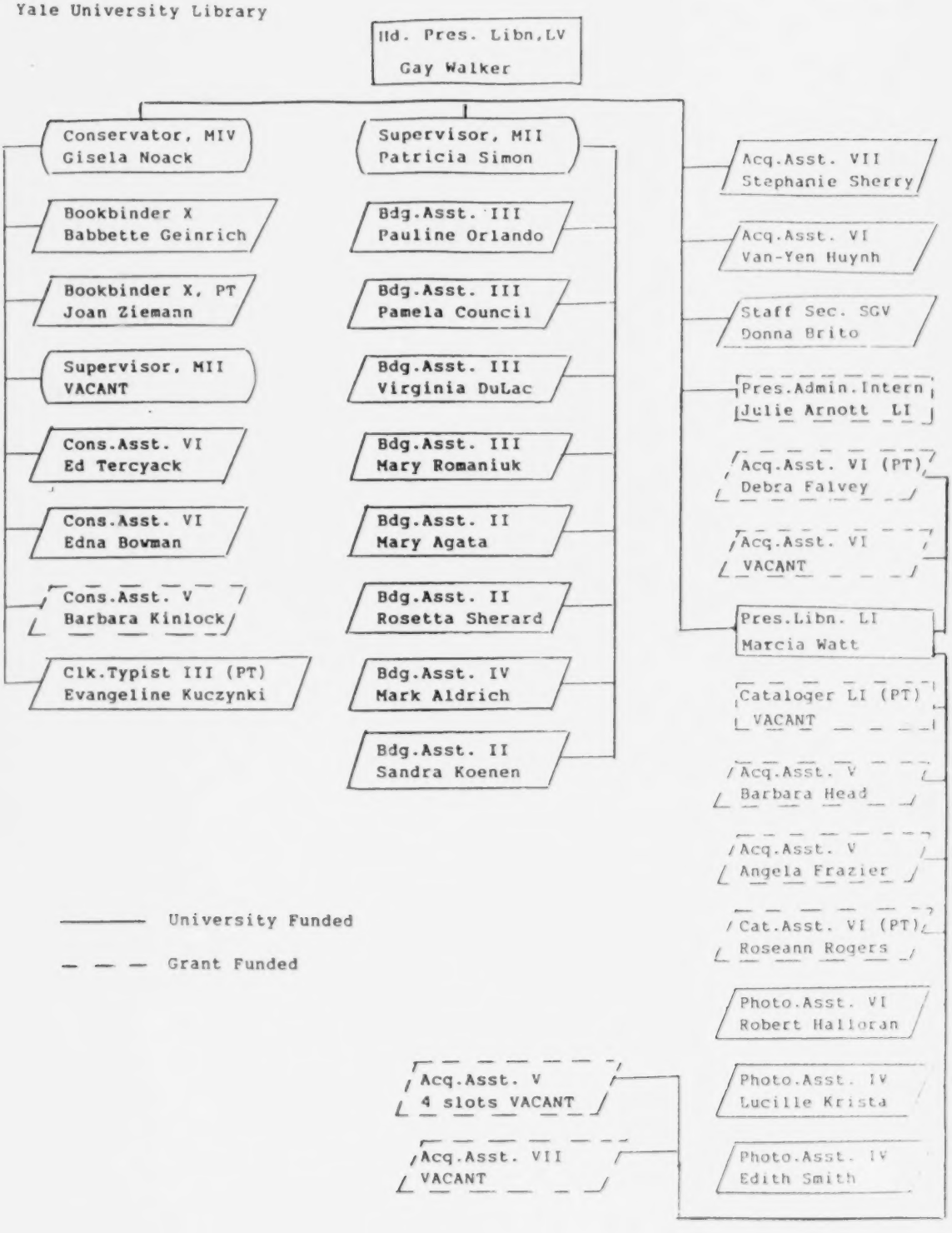
August, 1988.

UNIVERSITY OF MICHIGAN LIBRARY
PRESERVATION OFFICE



PRESERVATION DEPARTMENT

Yale University Library



Prepared by: G Walker
8/30/88

THE UNIVERSITY OF MICHIGAN

UNIVERSITY LIBRARY

ANNOUNCEMENT OF VACANCY

ANN ARBOR, MI 48109-1205

Position: Associate Preservation Librarian

Duties: Responsible for the management of the Brittle Book Replacement Office which includes procedures for grant-based projects and for the planning, implementation, and supervision of ongoing improvements in the brittle books program. In addition, the Associate Preservation Librarian is responsible for monitoring workflow, hiring and evaluating full-time staff, preparing unit plans and monthly reports, assessing budget and staffing needs, and managing materials funds for reprints and commercial microforms. Will also be responsible for preservation staff and user education program, for disaster planning and training in disaster recovery techniques and for advising selectors on replacement decisions. Assists the Head, Preservation Office, in writing reports and grant proposals and will manage the funds for presrvation supplies and equipment.

Qualifications: Required: MLS Minimum of 2 years relevant experience in a large academic or research library. Successful supervisory experience including training and budget responsibilities; broad knowledge of preservation based on work experience, equivalent coursework, or related training; ability to plan and implement projects and to work independently; strong oral and written communication skills, demonstrated ability to work effectively with staff at all levels, representatives of other institutions, and the public.
Desired: Reading knowledge of at least two Western European languages; familiarity with RLIN or OCLC database.

Salary and Leave: Minimum salary of $23,000 dependent on previous relevant experience. 24 working days of vacation a year; 15 days of sick leave a year with provisions for extended benefits.

Retirement Plan: TIAA/CREF Retirement Plan

Apply to: Lucy R. Cohen
Library Personnel and Payroll Services
404 Hatcher Graduate Library
The University of Michigan
Ann Arbor, MI 48109-1205

Application Deadline: Applications received by July 15, 1988 will be given first consideration.

THE UNIVERSITY OF MICHIGAN IS A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

DRAFT

JOB DESCRIPTION/POSTING

TITLE: Coordinator of Technical Operations (CTO), 05

SALARY: $16,000 - $28,000

DUTIES: Responsible for the coordination and daily operation of the preservation replacement operation which includes the RLG Cooperative Preservation Microfilming Project, the in-house brittle book replacement program for circulating materials, grant-based filming projects, Interlibrary Loan and other outside requests for microfilm copies of owned materials. Duties include hiring, training, and evaluating the work of 2.5 FTE staff and 2.0 FTE student hourly employees. Unit staff are responsible for: searching trade bibliographies, card catalogs and databases (RLIN and OCLC); brittle book disposition decisions; commercial replacement ordering; preparing cost estimates for in-house microfilming and photocopying; preparation of materials for in-house microfilming; fulfilling of ILL/outside patron microfilm requests; inspection, labeling and storage of master negatives; ordering of supplies and equipment. Prepares monthly and quarterly narrative and statistical reports, budget estimates, unit plans, and other documents related to unit operations and expenditures, monitors the student hourly budget, replacement book funds, revises and streamlines procedures and workflows, ensures that microfilm produced meets national quality standards. Reports to the Associate Preservation Librarian, represents the unit at regular meetings of Technical Services Unit Heads, assists in the preparation of surveys and samples as needed. Other duties as assigned.

QUALIFICATIONS:

Required: Successful supervisory experience required. Some library experience required, preferably with bibliographic searching, acquisitions or cataloging in a large research library. Demonstrated oral and written communication skills, ability to perform detailed work with accuracy and working knowledge of one European language required.

Desired: Bachelors degree desirable.

THE UNIVERSITY OF MICHIGAN

UNIVERSITY LIBRARY

Announcement of Vacancy

Posting Week Of: June 20, 1988

Open Position Number: A068-044B-P

Position: Technical Library Assistant I, P&A 03, Preservation/Technical Services

Date of Vacancy: Immediately

Duties: Responsible for the daily management and coordination of the "brittle book replacement program." Working with another project TLA, hire, train, assign and evaluate student assistants who conduct bibliographic searches, collate books, prepare bibliographic targets, and inspect microform replacements. Using technical knowledge of complex Library of Congress microfilming and targeting specifications, examine the work of student assistants and prepare filming instructions before sending books to the Microfilm Lab and insure that standards established by the Library of Congress are met. If necessary, order replacements for missing/mutilated pages through Interlibrary Loan. Oversee and coordinate the labelling and storage of first-, second-, and third-generation microfilms to previously established practices. Supervise or conduct RLIN searches for replacements, respond to patron inquiries, set realistic monthly workflow projections, prepare monthly reports and ensure that the program proceeds in a smooth and orderly fashion. Evaluate condition and use of books in making independent disposition decisions. Perform miscellaneous tasks as assigned, including creating training documentation. Responsible for carrying out Interlibrary Loan Department requests for microfilming.

Qualifications: Required: Previous library experience, preferably in a research library. Previous supervisory experience. Associate's degree or equivalent combination of education and experience. Demonstrated interpersonal skills and the ability to work and communicate effectively with others. Demonstrated ability to perform detailed work with accuracy.
Desired: Experience in searching bibliographic databases (i.e., OCLC, RLIN); experience in bibliographic searching or acquisitions; knowledge of at least one Western European language; Bachelor's degree.

Salary and Leave: $13,300 minimum yearly salary; 5 day work week of 40 hours; 96 working hours of vacation a year; 15 days of sick leave a year, with provisions for extended benefits.

Retirement Provisions: TIAA/CREF Retirement Plan

Apply to: Employment and Staff Development Office
1020 LSA Building, 500 S. State

Application Deadline: 5:00 p.m., Friday, June 24, 1988

Vice: Goldstein

THE UNIVERSITY OF MICHIGAN IS A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

National Library of Medicine
Preservation Section

Library Technician GS-1411-5

I. INTRODUCTION:

The incumbent of this position serves as a library technician in the Preservation Section, Public Services Division, Library Operations, National Library of Medicine. The function of the Section is to direct the implementation of and to provide a focal point for the National Library of Medicine's Preservation Plan. This includes in-house and contract activities relating to the preservation of NLM's collection; staff and user training in careful handling of materials; and recommending needed research projects to NLM senior management for approval. Liaison is maintained with involved library community organizations, and with the National Library of Medicine's History of Medicine Division's specialized preservation activities, as well as with the appropriate research staff of the Lister Hill National Center for Biomedical Communications.

II. MAJOR DUTIES AND RESPONSIBILITIES:

Based on knowledge of the standardized rules, procedures, and operations established for the clerical processes in the Preservation Section, skill in quality control procedures for for microfilm, skill in using computer terminals to input or retrieve database items, and skill in recognizing bibliographic information on documents in one or more foreign languages, the incumbent serves as a Library Technician in the Preservation Section, PSD, Library Operations, National Library of Medicine, NIH. As such, applies a knowledge of the full range of technical support work to the performance of day-to-day tasks in the Preservation Section. Typical tasks include, as examples, the following:

1. Performs quality control inspection of microfilm produced on contract or purchased from commercial dealers. Uses densitometer, microscope and microfilm reader to check microfilm to verify correct title, series, edition, and to ensure film completeness and acceptable technical quality. Recommends unacceptable materials to supervising librarian for rejection.

2. Assists in the maintenance of the physical collections by determining missing items through systematic gapping.

3. Locates and examines serials, monographs and other items required for preservation activities and/or condition studies: such searches being complicated by such thing as unidentified title changes, or foreign language citations. Performs simple brittleness tests and notes the condition of the binding, pages, etc., of items requiring repair or treatment.

4. Performs searching and other duties which require a knowledge of the Library's holdings and bibliographic search techniques, both manual and on-line.

5. Processes, inputs and maintains records in the manual and automated files for which the Preservation Section is responsible.

6. Maintains statistics and prepares reports.

7. Performs other duties as assigned.

The decisions regarding what needs to be done require the incumbent to use judgment in applying regulations and procedures or referring a problem to the supervisor. There are numerous clerical steps to be followed to carry through an assignment, many steps involving skill in using computer terminals to input or retrieve information, as well. The work product and services support the needs of clientele and affect the accuracy and reliability of further services or products provided by the Library.

Personal contacts may be with contractor personnel and with professional and technical library information services staff, both within various areas of Library Operations or in outside organizations. The purpose of the contacts is to provide, obtain, exchange, clarify, or relay information, from simple directions to explanations of Library rules and complex procedures.

III. SUPERVISION AND GUIDANCE

Works under the general guidance of the Special Project Officer, Preservation Section. The supervisor makes assignments by providing general direction as to objectives, priorities and deadlines; detailed instructions are provided for new procedures. The supervisor assists the incumbent with difficult problems. The incumbent is expected to carry through on day-to-day tasks according to established procedures, working within quantitative, as well as qualitative performance standards as applicable. Completed work is reviewed for technical soundness and conformance to procedural and policy requirements. Library Operations policies, rules, procedures, and instructions have been established. The incumbent is expected to use judgment in recognizing and referring to the supervisor such matters as significant deviations or instances in which regular procedures cannot be used.

IV. OTHER SIGNIFICANT FACTS

Incumbent should be experienced with automated library retrieval systems. Experience locating and shelving material in the NLM or equivalent library collection is desirable. Incumbent should have experience inputting data into an automated system.

Yale University

Library Personnel Office
P.O. Box 1603A Yale Station
New Haven, Connecticut 06520-7429

Campus address:
Sterling Memorial Library
120 High Street
Telephone:
203 432-1810

CATALOG LIBRARIAN, Preservation Division, Sterling Memorial Library
Minimum rank: Librarian I

THREE-YEAR TERM APPOINTMENT

20 HOURS PER WEEK

Responsibilities: Under the general direction of the Head Librarian, Preservation Department, and the Head, Preservation Division, manages the record conversion activities of a staff of 7.5 support staff in monographs and serials in Western European languages. Oversees the creation of machine readable cataloging records for monographs and serials based upon existing catalog records, editing them as necessary to conform with local and national cataloging standards. Trains staff in record creation using the RLIN or other automated system and the encoding of data for both catalog and preservation needs. Initiates the resolution of cataloging problems directly or in consultation with appropriate Catalog Department staff. Revises the record conversion work of the support staff. Devises training aids. Proposes routines or revision to streamline processing of titles in the database. Acts as liaison with the Catalog Department. May oversee the transition from one automated system to another. Participates in discussions with the Department and Division heads and the project implementor on the progress of the work. Helps monitor progress of the project work. May write reports on the record conversion portion of the project. Directs the work of a part-time cataloging assistant for the project. Performs similar duties as assigned or as required. Participates on committees and in other professional activities.

Qualifications: MLS degree from an ALA-accredited library school. Preference will be given to candidates with some knowledge of one or more Western European languages; knowledge of current cataloging code; familiarity with Library of Congress rule interpretations, subject heading and classification practices; cataloging experience in RLIN; familiarity with preservation microfilming.

YALE UNIVERSITY LIBRARIES

THIS IS A TEMPORARY THREE YEAR POSITION

Req. #L01584

Catalog Assistant V (Level B)
Preservation

Normal Work Schedule: Monday - Friday, 8:30 a.m. - 12:30 p.m.
20.0 hours per week

Under the general supervision of the Catalog Librarian, corrects cards and records, both manually and online.

1. Inputs and updates records in the cataloging database for monographic and serial records for books and microfilms in Western European languages.
2. Files catalog cards.
3. File search and assign shelf-list numbers.
4. May search and correct headings that are incorrect.
5. Pull cards and do other cataloging tasks.
6. Searches headings and do authority work.
7. Revises cataloging work.

QUALIFICATIONS:

Required:
1. High School diploma.
2. Two years experience in a library or equivalent combination of expereince and training.
3. Working knowledge of one or more Western European languages.

Preferred:
1. Familiarity with database and/or Cataloging at Yale.
2. Ability to perform tasks accurately and consistently.
3. Ability to work independently and select tasks appropriately and logically.
4. Ability to interact well with others.
5. Familiarity with RLIN database and cataloging.

PLEASE NOTE: THIS IS A TEMPORARY 3 YEAR POSITION

LO1591

Acquisitions Assistant VII (grade 08)
Preservation Division

Normal Work Schedule: Monday - Friday 8:30 a.m. - 5:00 p.m.
37.5 hours per week

Under the moderate supervision of the Head, Preservation Department searches, catalogs on RLIN, prepares books for microfilming, inspects film, designs forms and directs the work of students.

1. Searches in library catalogs, the RLIN database, current and retrospective trade bibliographies, and microfilm listings in English.
2. Prepares volumes for microfilming by checking for completeness, producing bibliographic targets on the computer, and typing forms. May request Interlibrary Loans to complete incomplete titles.
3. Inputs and updates records in RLIN and interacts with the Cataloging Department.
4. Packs books for shipment to the filmers. Delivers books and retrieves books and film from the Microfilming Unit.
5. Inspects films for quality and completeness.
6. Checks the shelflist and reproduces cards for specific titles. May pull cards. Assigns numbers to microfilm reels. Labels film boxes.
7. Checks volumes in the stacks and retrieves them for filming. Charges in books and updates the records on the GEAC terminal.
8. Fills out forms and maintains statistics on the project.
9. Directs students in carrying out work assignments.
10. Designs forms and other aids; may use the computer for these activities.
11. Directs and schedules work of other C&T staff in grant project.
12. Answers questions and may problem solve for unit.
13. Schedules work on computers.
14. Interacts as point person with microfilming unit and vendor, other Preservation projects and staff.
15. Performs additional related duties as required.

QUALIFICATIONS:

Required:
1. High school diploma.
2. Three years experience with library work in Western European language materials or equivalent combination of relevant experience and training.

LO1591

Acquisitions Assistant VII (grade 08)
Preservation Division

3. Light typing.
4. Demonstrated ability to work effectively and efficiently with colleagues in a close environment and proven ability to work independently.
5. Previous work experience must demonstrate accuracy, consistency and dependability in performing work assignments and in following detailed procedures.
6. Bibliographic searching experience.
7. Knowledge of RLIN and cataloging.
8. Working knowledge of one or more Western European languages.

Preferred:
1. Strong reading knowledge of French, with Spanish and Italian

PLEASE NOTE: TEMPORARY 3 YEAR POSITIONS

THERE ARE 6 POSITIONS AVAILABLE

Req. #L01585/#L01586/#L01587/#L01588/#L01589/#L01590

Acquisitions Assistant V (grade 06)
Preservation Division

Normal Work Schedule: Monday - Friday 8:30 a.m. - 5:00 p.m.
37.5 hours per week

Under the moderate supervision of the Head, Preservation Department, searches, catalogs on RLIN, prepares books for microfilming, inspects film, and directs the work of students.

1. Searches in library catalogs, the RLIN database, current and retrospective trade bibliographies, and microfilm listings in English.
2. Prepares volumes for microfilming by checking for completeness, producing bibliographic targets on the computer, and typing forms. May request Interlibrary Loans to complete incomplete titles.
3. Inputs and updates records in RLIN and interacts with the Cataloging Department.
4. Packs books for shipment to the filmers. Delivers books and retrieves books and film from the Microfilming Unit.
5. Inspects films for quality and completeness.
6. Checks the shelflist and reproduces cards for specific titles. May pull cards. Assigns numbers to microfilm reels. Labels film boxes.
7. Checks volumes in the stacks and retrieves them for filming. Charges in books and updates the records on the GEAC terminal.
8. Fills out forms and maintains statistics on the project.
9. Performs additional related duties as required.

QUALIFICATIONS:

Required:
1. High school diploma.
2. Two years of library experience, or equivalent combination of relevant experience and training.
3. Ability to push heavy book trucks, pull books from stacks, and pack books in boxes.

Preferred:
1. College training.
2. Familiarity with microfilm and book preparation for filming.
3. Bibliographic searching experience.
4. Knowledge of RLIN and cataloging.
5. Working knowledge of one or more Western European languages.

SELECTION PRIORITIES

PROCEDURES

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
National Institutes of Health
National Library of Medicine

Memorandum

Date December 31, 1986

From Head, Preservation Section mmB

Subject Preservation Microfilming Priorities

To Chief, Public Services Division

As agreed during our meeting on 12/16/86 with the Associate Director, Library Operations, the Preservation Section will proceed to film brittle materials in the following general order of priority:

1) Brittle serials indexed in Index Medicus.

2) Brittle serials in NLM core subjects currently indexed in other NLM data bases.

3) Brittle serials in NLM core subjects currently indexed in other major abstracts (e.g., Excerpta Medica, BIOSIS, Chem Abstracts, Psych Abstracts).

4) Core subject brittle serials held in the U.S. only by NLM.

5) Remaining brittle NLM serials in core subjects.

6) Brittle monographs in NLM core subjects. The Collection Development Officer and Chief, History of Medicine Division will assist in determining the order in which subjects will be filmed and the types of materials to be excluded.

cc: Associate Director, LO
Chief, TSD
Chief, HMD

NATIONAL LIBRARY OF MEDICINE

PROPOSED PRIORITIES FOR PRESERVATION MICROFILMING OF MONOGRAPHS

The National Library of Medicine monograph collection numbers in excess of 575,000. Of that number, preservation surveys indicate that some 12.8%, representing about 73,000 volumes or 22,080,000 pages, is embrittled and in need of preservation microfilming. The current preservation microfilming contract provides for the microfilming of 35,000,000 pages over a four-year period. The majority of those pages will be devoted to serials. Consequently, a more detailed priority schedule has been developed to provide a structure within which to queue embrittled monographs in the NLM collection for preservation microfilming. As part of NLM's regular preservation program, approximately 4,000 brittle monographs have already been filmed.

Underlying the priority scheme are the following assumptions:

* all embrittled monographs published between 1800 and 1950 in all core collecting areas, as defined in the Collection Development Manual, will be filmed; in addition, embrittled monographs which are historically important but in disciplines which, under modern definitions, may no longer be considered "core" biomedicine, will be filmed;

* the age and condition of the item govern its priority in the microfilming queue;

* item-by-item preservation microfilming decisions will not be made for monographs, except as noted in 2c below;

* monographs in the following categories will not be filmed:

  [1] materials which are heavily illustrated in color, pending development of more effective color microfilming or other preservation technology; these titles will, however, be identified and bibliographic records annotated;

  [2] theses and pamphlets, which together include approximately 450,000 items, will not be queued for microfilming until item-level bibliographic control is available;

  [3] multiple copies of the same item; only the "best" copy available in the collection will be filmed;

  [4] titles for which preservation quality microfilm is already available, either commercially or from another institution.

  N.B. Items in categories [1] and [2] which are in such poor condition that immediate attention is warranted may be queued for preservation microfilming.

* funding to continue the preservation microfilming program at NLM will be included in future budget requests.

Given the above assumptions, monographs will be filmed in the following order:

Priority 1: Embrittled Monographs Published Between 1801 and 1914.

1a. monographs published in the United States between 1801 and 1900 in WZ 270 of the National Library of Medicine classification schedule;

1b. all other monographs published between 1801 and 1914.

Materials in this category have been selected for initial microfilm queuing for the following reasons:

* this category contains the highest percentage (48.5%) of brittle monographs within a readily identifiable collection category;

* this category contains the oldest brittle items in the collection;

* these monographs are physically together, allowing for the most efficient personnel and work flow.

Priority 2: Embrittled Monographs Published Between 1914 and 1950.

Modern monographs will be filmed in the following order:

2a. monographs in Medicine and Related Subjects in classification numbers W through WZ;

2b. monographs in Preclinical Sciences in classification number QS through QZ;

2c. monographs in Library of Congress classification numbers which are regarded, currently or historically, as important to core biomedicine. Within category 2c, the initial filming effort will focus on those aspects of these subjects which are collected comprehensively.

Queuing for preservation microfilming using a priority scheme based on the NLM and LC classification schedules is proposed for the following reasons:

* embrittled modern monographs in core biomedicine will be filmed first;

* the number of core biomedical titles diminishes with each category, maximizing the number of large segments of the collection which can be identified for preservation microfilming, and minimizing the number of items for which item-by-item decisions must be made;

* filmed titles will be grouped by subject, facilitating subject access by users.

COLLECTION DEVELOPMENT DEPARTMENT
CB# 3918, DAVIS LIBRARY
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
CHAPEL HILL, NORTH CAROLINA 27599

July 6, 1988

MEMO TO: Jack Shipman

FROM: The Bibliographers

RE: RECOMMENDED STRATEGIES AND PRIORITIES FOR PRESERVATION

Preservation is a central collection management responsibility. Within the expanded preservation program, the bibliographers have developed the following strategies and priorities to enable them to review all the collections in Davis Library and the humanities and social sciences collections in Wilson Annex as part of a systematic preservation effort for the Academic Affairs Library.

I. Long-term preservation projects

The bibliographers will examine books and serials in their subject and geographical areas in all Library of Congress and Dewey classes for which they are responsible. This is part of a decade-long project to review all collections in the main stacks of Davis Library and the social sciences and humanities collections in Wilson Annex in terms of preservation, transfer or discard. (They began this review in the fall of 1987.)

Schedule of review of humanities collections for preservation

LC Class	Subject
Z	bibliography
E, F	American history
C, D	world history
P	literature
B (except for BF)	philosophy and religion
A	generalities

Schedule of review of social sciences collections for preservation

LC Class	Subject
R	medicine
U, V	military and naval sciences

Z	bibliography
L	education
K	law
J	political science
H	business and social sciences
G	anthropology and geography
BF	psychology
A	generalities

II. Intermediate preservation projects

The bibliographers will begin with the Dewey collections, based on the likelihood that these classes will have a high proportion of titles published between 1860 and 1920 on acidic paper. Within these areas they will concentrate on identifying serials and multi-volume sets titles that meet continued curricular and research needs.

Schedule of review of humanities collections for preservation

Dewey Class	Subject
800-899	literature
900-999	history
400-499	language
200-299	religion
100-129, 140-149, 160-199	philosophy
000-099	generalities and journalism

Schedule of review of social sciences collections for preservation

Dewey Class	Subject
300-399	social sciences
650-689	business and industry
130-139, 150-159	psychology
640-649	domestic arts and sciences

III. Immediate preservation projects

During the month of July, 1988, all the bibliographers will be involved in a project to identify serials, multi-volume sets and monographs in need of preservation in the Dewey 800 class (language and literature). The responsibilities are assigned as follows:

Dewey Class	Bibliographer
800-809	Dominguez
810-819	Dominguez
820-829	Dominguez

830-839	Rutledge
840-849	Rutledge
850-859	Rutledge
860-869	Ilgen
870-879	Ilgen
880-889	Ilgen
890	Rutledge
891	Zilper
892-895	Martinique
896	Swindler
897	Dominguez

IV. Library-wide Identification of Items for Preservation

The bibliographers will continue to preserve or replace damaged or lost items as they are called to their attention by staff and users.

In order to increase the range of library-wide participation in preservation, the bibliographers have asked staff in Technical Services to identify new and reclassed titles in need of preservation. The book inspector in Acquisitions, the copy catalogers, the serials catalogers and the reclass staff have all expressed their willingness to perform a fold test on titles at risk and inform the appropriate bibliographer of volumes in need of preservation. In Public Services the Inter-Library Borrowing office and the Circulation Department are also identifying brittle or fragile items for preservation review.

V. Preservation Database

Given the sheer magnitude of these preservation projects, the Collection Development Department needs to develop a microcomputer database to keep track of them. This database would list titles requiring preservation, record decisions taken regarding them, and generate collection management reports. It would allow staff to enter the bibliographic citation only once and to produce search forms from the database.

PROCEDURAL GUIDELINES

WORKFLOW

MANUAL
BRITTLE BOOK REPLACEMENT PROGRAM

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6. Labelling Department Review

7. Charging books on GEAC
   - with barcodes
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8. Sending books to Book Repair

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18. Produce Archival Reprint decisions
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19. Produce Preservation photocopy decision
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20. Send for filming decisions
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preparing special credit target
monograph procedure
preparing list of irregularities
preparing inspection sheet
separating monographs
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29. Handling emergency items

30. Handling patron requests

31. Handling referrals from other library departments

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    - time cards
    - college work-study
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Appendices & Illustrations:
- brittle book workflow
- Rare Book Room guidelines
- organizational chart
- anatomy of a search form
- sample forms of all sorts
- sample spreadsheets
- policy statements
- glossary of common abbreviations, acronyms, confusing terms
- guide to searching sources

1. INTRODUCTION

The Brittle Book Replacement Program is an on-going project funded by the University Library of the University of Michigan. The goal of the program is to replace, in a Preservation quality, durable format, all brittle volumes deemed of importance to the University of Michigan Collection.

The Program is a circulation-based one. This means that only items with demonstrated evidence of use will be considered. Demonstrated evidence of use means that an item has circulated, been recently shelved, been recently photocopied, used by a patron, used by a faculty member, used by a subject selector or purchased. The current sources of such materials are, stacks office, labelling department, cataloging department, interlibrary loan, book repair unit, and walk-in patron and staff referrals.

Replacement decisions are made by the Preservation Office staff, and subject selectors from various areas of the library. The University of Michigan subject selectors are all librarians on staff in the Graduate or divisional libraries. In selecting items for replacement, a great effort is made to consider the availability and quality of commercial replacements, the availability and quality of replacements produced by other academic institutions, the national importance of the item, the local importance of the item (to the U of M collection), the condition of the item, the artifactual importance of the item, and the recommendation of the subject selector. This information is gathered in searching commercial and academic bibliographic sources, national on-line databases, local card catalogs, and in review by subject selectors and Preservation Office staff. Disposition decisions on replaced items are also made by carefully considering the above information.

This manual is designed to be a step-by-step procedures manual. Each section describes the context of the task, who will perform the task, what tools are needed, and refers the user to Appendices that provide additional information. Samples of forms used will be included in the sections as appropriate. This manual is intended primarily for the use of the Project Technical Library Assistant, as a training tool and for reference in daily work.

YALE UNIVERSITY LIBRARIES

Preservation Decision-Making
A Descriptive Model

The Preservation Division is responsible for the preservation of materials or their intellectual content in the research collections. Titles handled by this Division are identified primarily through the Circulation process. Materials returned from circulation with physical problems or those screened out at the point of circulation are sent to the Division several times a week. Division staff screen these materials for any that may be sent to a library binder; the rest are charged out to the Division, are searched, decided upon, and processed, all to provide either the books or the reformatted information back to the readers as soon as possible. While the books are in the Division, readers have continuous access to these high-use titles, and agreements are made from time to time to allow items to be used within the building at night or on weekends and, in very unusual circumstances, to be taken out briefly for a specific purpose.

The Options

A deteriorated book from the Yale collections represents only a small part of the information needed to make an educated decision about that book in relation to the rest of the collections and the larger academic context. At least ten options exist at present with regard to any book in the system, and it is the subject specialist's responsibility to make the most appropriate decision to deal with the physical problems associated with that book while still maintaining sufficient access to the information contained within the text and, in many cases, the original item (to retain its binding, marginalia, decorations, bibliographic make-up, clues to its printing, and so on). The ten options available to the subject specialist are the following:

1. Replacement with a commercially available reprint or new edition.
2. Replacement with a commercially available microform (usually with the same edition).
3. Reproduction and subsequent replacement with a preservation photocopy produced in-house by Preservation.
4. Reproduction and subsequent replacement with a microfilm produced in-house in the Microfilming Unit.
5. Withdrawal from the collection without replacement.
6. Transfer to another collection within the system.
7. Commercial binding/rebinding by an external binder.
8. Minor repair or placement in a wrap-around or new storage container, usually by Conservation.
9. Major repair by Conservation.
10. Reshelve as is.

The variations on these ten options include retaining the original volume with any of the decisions #1-4 and either sending it to a collection with restricted use or adding the replacement and maintaining the original tied up or in a wraparound for as long as possible.

The Search

The information gathered during the search phase to facilitate deci-

sion-making on each item includes the following:

From the Card Catalog Search:

1. The correct catalog entry if this is not available from the title-page of the book in hand.
2. The dates of the author so that posthumous editions may be identified if necessary.
3. Whether or not there are other titles by this author.
4. Whether there are collected works by this author that include the individual title in hand.
5. Whether there are other editions of this work held in the Yale system; if so, their locations, call numbers, dates of publication, numbers of volumes, and differences from the work in hand (i.e., edition numbers, illustrators if the one in hand is an illustrated work, and imprint information).

From the Bibliography Search:

1. Whether or not this exact edition has been reprinted; if so, all the ordering information is noted--if not, other editions with their ordering information are listed. Sources checked include Guide to Reprints, Books in Print, Books on Demand, Forthcoming Books if need be, and the national trade bibliographies for the appropriate countries.
2. If the work is not available in hard copy, information concerning microforms is obtained with their ordering specifics. Sources checked include Guide to Microforms in Print, Serials in Microfilm, National Register of Microform Masters, the New York Public Negative Master shelflist on fiche, and the RLG Union Catalog of Microform Masters on fiche.

From the Stack Check:

1. The physical condition is noted of all other editions, volumes, and/or copies of the title; those that are in poor condition are pulled, charged, and placed with the one in hand.
2. A scholarly edition in good shape may also be pulled to show an example of what would remain if any of the deteriorated editions were withdrawn.

From the Review Session:

1. Information from the book in hand that is apparent to the subject specialist, including such things as the use according to the date due slip at the back, the extent of the deterioration based largely on paper quality (folding a corner of the paper might be used as a test), the size of the work, and those areas where the expertise of the subject specialist is exercised, e.g., the importance of the author and this work to the collection and to the scholarly community, and whether this particular edition is of special significance (including the significance of any illustrations, notes, marginalia, ownership marks, the printer, maps, binding, and so on).
2. Cost of the in-house reproduction options from the Preservation staff member aiding in the review; time estimates.
3. Whether repair is appropriate and the difficulties and general cost estimates for that repair from the Preservation staff.
4. A brief, general discussion of options possible, usually initiated by the subject specialist.

Considerations in Making Decisions

The decision must take into account the following considerations:

1. The quality of the paper, whether brittle or flexible.
2. The relationship of the deteriorated items to the rest of the Library's holdings of that title (is it the first? most recent? are all its contents contained in other editions? does it have unique information/illustrations of importance to the collection? is another copy held in the rare book collection?).
3. Is the item valuable/rare/scarce/unique/significant enough, even though deteriorated, to merit offering to a rare book collection?
4. Whether the item must be retained at all or may be withdrawn outright.
5. If it is to be withdrawn, is the library book sale an acceptable disposal route or is the item worthwhile enough to be offered to a dealer?
6. If to be retained, should the item be maintained in the original format (given the cost for the appropriate repair for that item) or replaced to retain the intellectual content only?
7. If to be maintained in the original format, does it deserve a full repair or a minor repair/wrap-around protection (i.e., how valuable is it and what would be a reasonable limit to place on repair costs? This question is obviously tied together with the paper quality; the more brittle the paper, the more valuable the item must be to justify full repair and maintenance as an object.)
8. If it may be replaced, should the item be maintained in hard copy or replaced in microform?
9. If it is to be retained in hard copy, is a reprint available and, if so, is it an acceptable reprint/edition? (Some reprinters are to be avoided; sometimes newer editions are acceptable replacements for older but undistinguished editions.) Is the price reasonable?
10. If an acceptable reprint is not available, is a preservation photocopy acceptable? (Would loose plates resulting from in-house reproduction require the new work to be cataloged for Zeta? Is the quality of reproduced illustrations acceptable? Will the page size work with photocopying?)
11. If the work may be replaced with a microform, is one available commercially of the same edition? Would another edition suffice? Is the format of the microform acceptable for Yale Microtext equipment and our standards? Is the price reasonable?
12. If a commercially available microform is not available, is the cost of an in-house microfilm acceptable?

Underlying Assumptions

The following assumptions underlie these decisions:

1. A decision should be made on an entire title at once to avoid duplication of searching effort when other deteriorated editions are used and then sent to Preservation.
2. The subject specialist should attempt to make a permanent decision whenever possible so that the same deteriorated items do not keep reappearing in yet worse condition (and finally as fragments on the floor).
3. Unique information is generally maintained in the collection.

4. Items valuable primarily as objects should be protected from use when they become deteriorated, either by transfer to a rare book collection or by restricting use in a locked cage area.
5. The quality of the paper is of paramount importance when deciding whether a volume may be repaired or not.
6. Microform replacement is often acceptable for deteriorated newspapers originally published on newsprint paper, unillustrated periodicals, long runs of published government documents, and little-used materials in all fields.
7. There are many reasons for retaining library materials in their original format, and the considerations listed in the RLG "Book as Object" document, immediately following this paper, should be kept in mind when making decisions.

Option Implementation

After decision-making, the option chosen is carried out by the Preservation Division personnel. Those options entail the following:

1. Replacement by commercially-available reprint or microform: original volumes are placed on the "Replacement Shelves" in Preservation; cost estimates are obtained where necessary (this may entail checking with the subject specialist when the price is known); order cards are typed marking all the appropriate boxes, including an indication of the fund account; order cards are checked on the IPL to ensure that no other order has been placed that does not yet appear in the card catalog; expensive orders (over $500) are annotated as to the rationale for the order; completed orders are sent to the Head of Collection Development for review, checked with the Library Director where necessary, and sent on to the Head of Acquisitions for placement; cataloged reprints received are compared against the originals to ensure the presence of all information/illustrations (microforms of exactly the same item are not checked); volumes being replaced are discarded by removing or marking out ownership marks and date due slips and by stamping each with a "discard" note before their trasfer to the Gifts and Exchanges unit; each shelf list card, which should have been bounced upon the cataloging of the reprint/microform, is checked approximately six months later and again in a year, when it is pulled, annotated, and sent to Cataloging if it is still there.
2. Reproduction by in-house preservation photocopy: books are placed on the photocopy shelves (rush items would be placed on special shelves for immediate copying); books with an opening measuring more than 9" from one outer text margin to the other are photocopied double-sided on acidfree paper with a binding margin and a bottom trim margin so that the final product shows normal pagination; books measuring less than 9" between the outer text margins of an opening are copied single-sided, two pages at a time, so that the binding margin is along the top edge with trim margins to left and right; the copies are collated twice, once by the photocopy machine operator and once by another staff member to ensure accurate positioning and perfect pagination; photocopies are sent out to a commercial library binder to be double-fan adhesive bound with a large enough margin to allow future photocopying; bound photocopies are sent to the shelves labeled with the original call number, the original is withdrawn (unless it goes to another collection or is maintained for some reason), and the cards

are not changed or annotated unless the book is a transfer from CCL or needs recataloging for some other reason.

3. Reproduction by in-house microfilming: books are prepared for filming by inserting a photocopied copy of its catalog card for filming, by checking it for completeness and other problems (e.g., pencil marks within the text area are erased), and by including instructions as to whether it may be cut or not; the book is filmed and returned with both the master negative and the positive service film copy (a page-by-page check of all such titles filmed is about to be instituted that will complement the bibliographic/technical inspection now carried out); the film with the card copies and the information about title sequence on the reel is sent to the Microform Coordinator for cataloging; the originals are withdrawn (or transferred/retained if the subject specialist so directed).
4. Withdrawal: the items have all ownership marks removed or marked out and a "discard" stamp applied to the inside front flyleaf and the inside back cover as well as the title page; the shelflist card is pulled and sent to the Card Processing Unit for removal of the complete set; items are sent to the Gifts and Exchanges Unit when a truckload has accumulated.
5. Transfer to another collection: items recommended for transfer to another collection usually require a note requesting permission to be sent to the Deputy University Librarian; upon receipt of this permission, the item is sent to the correct cataloging unit for the change of records. The Beinecke Library bibliographer review books regularly and transfer many directly there.
6. Commercial binding/rebinding: books identified for library binding are charged and sent directly to the Preparations Division for processing; barcodes are removed and retained with the charge record in the Preservation Division and readhered upon receipt of the bound volume.
7. Minor repairs or wrap-arounds: items requiring only minor repairs or wrap-arounds are so marked, charged in, and placed on the Conservation shelves (some tip-ins are done by Preservation personnel).
8. Major repairs: items requiring major repairs are so marked and placed on the Conservation shelves for their selection.
9. Reshelve as is: these may include items with cosmetic damage only; a record for it may or may not be kept on it for future examination.

RGW 4/86
Preservation Dept.
Yale University

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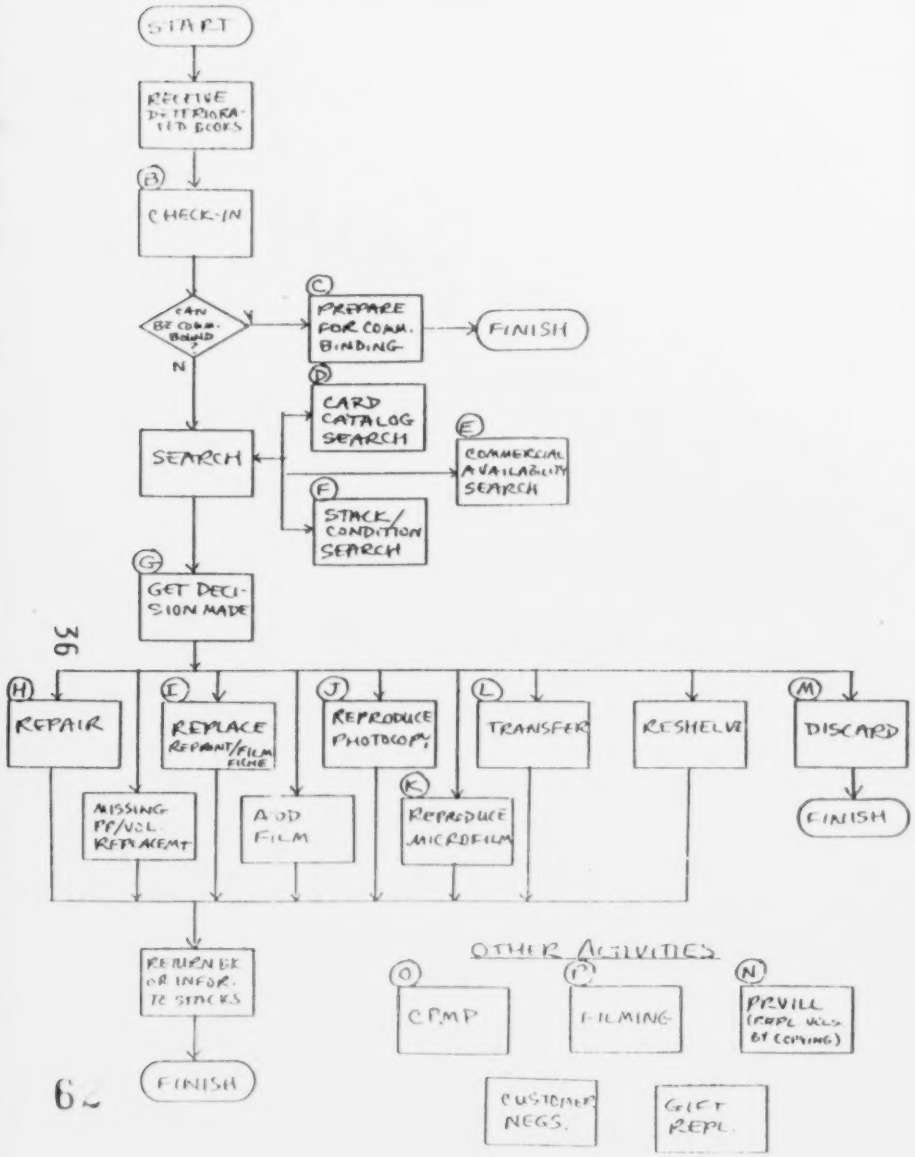
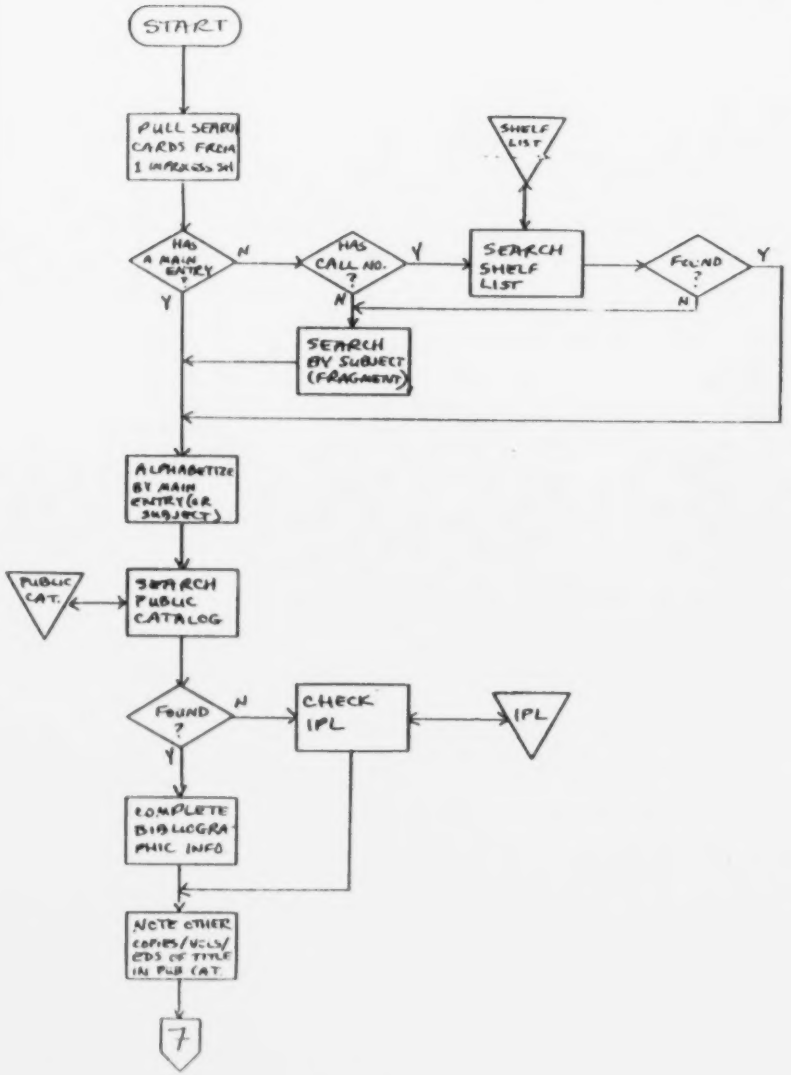
A. PRESERVATION DIVISION: OVERVIEW

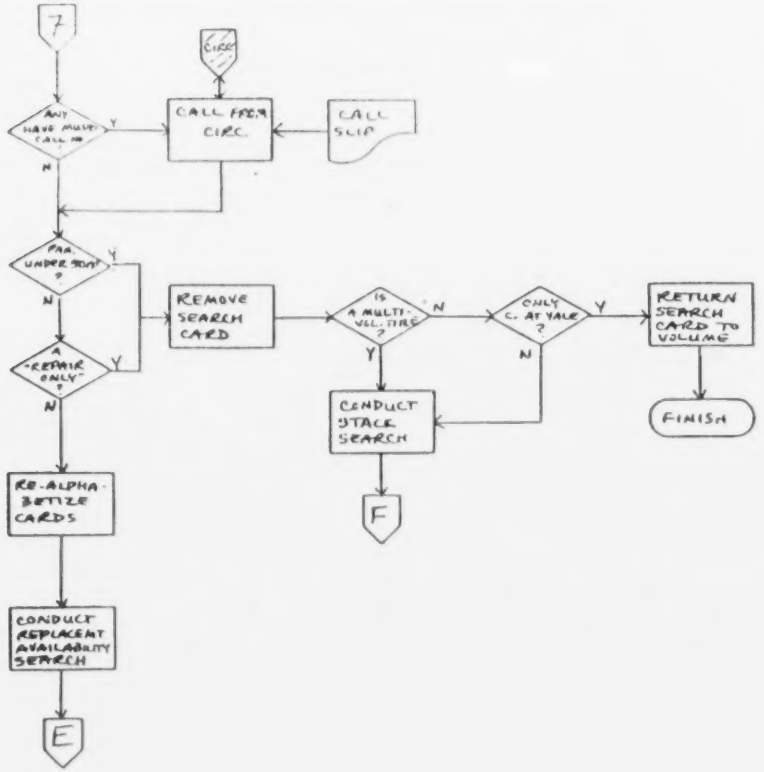


D-1 PRESERVATION: CARD CATALOG SEARCHING 1



YALE UNIVERSITY LIBRARIES

D-2 PRESERVATION: CARD CATALOG SEARCHING 2



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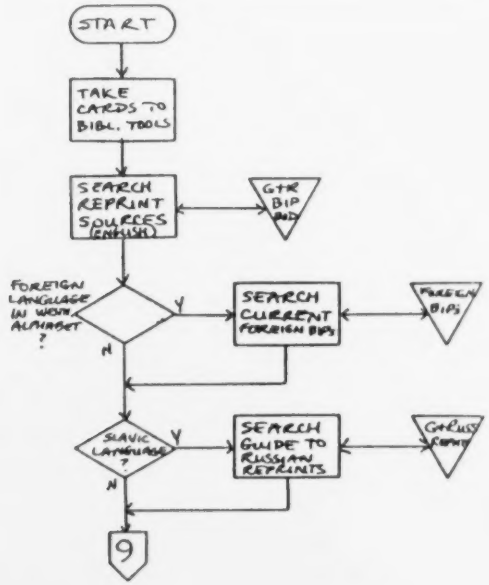
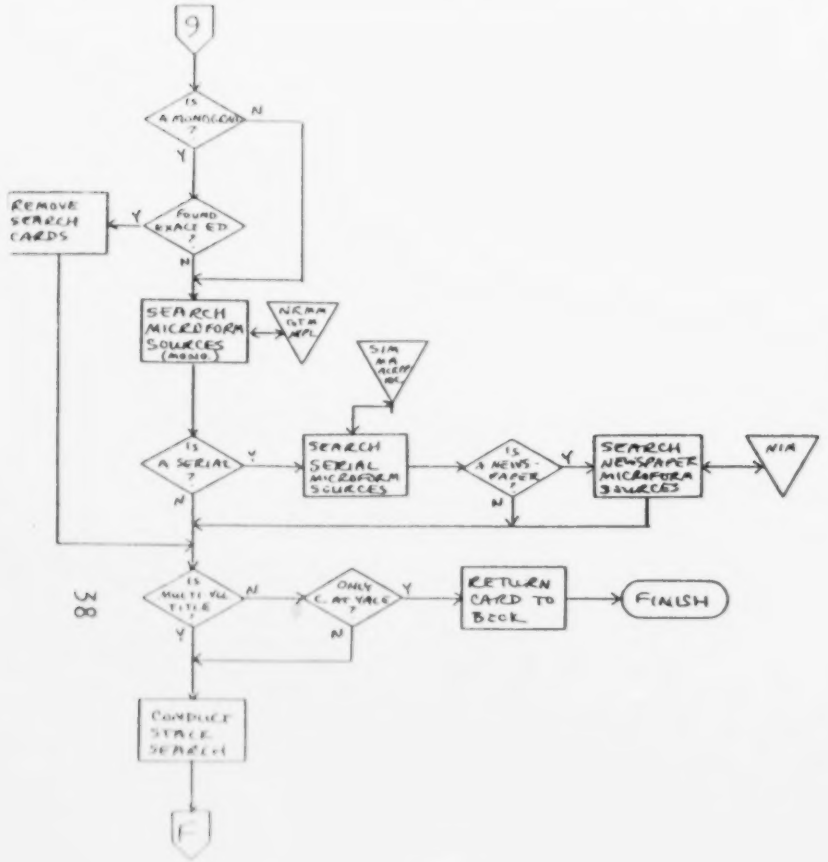
E-1 PRESERVATION: REPLACEMENT AVAILABILITY SEARCHING

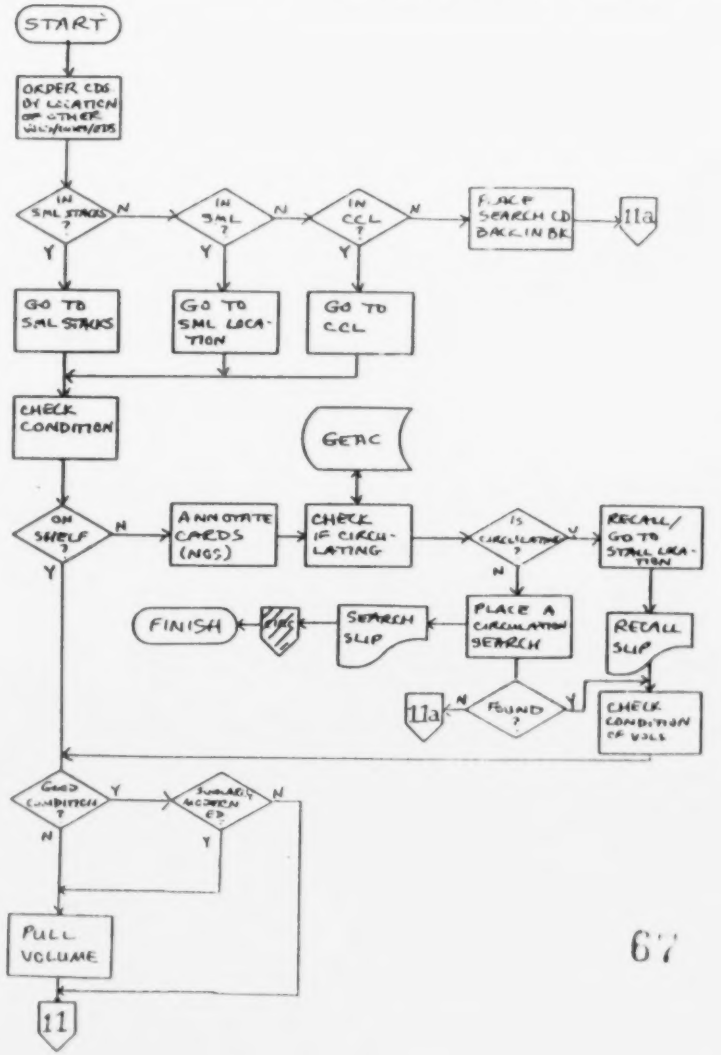


E-2 PRESERVATION: REPLACEMENT AVAILABILITY SEARCHING 2

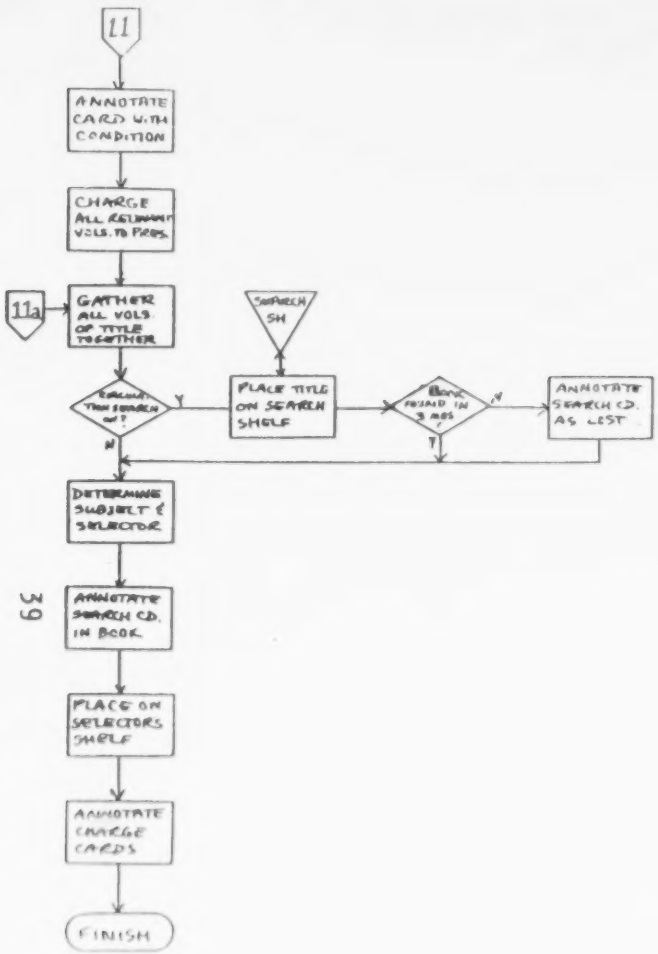


F-1 PRESERVATION: STACK SEARCHING 1

(FOR EACH VOL/COPY/ED OF TITLE)

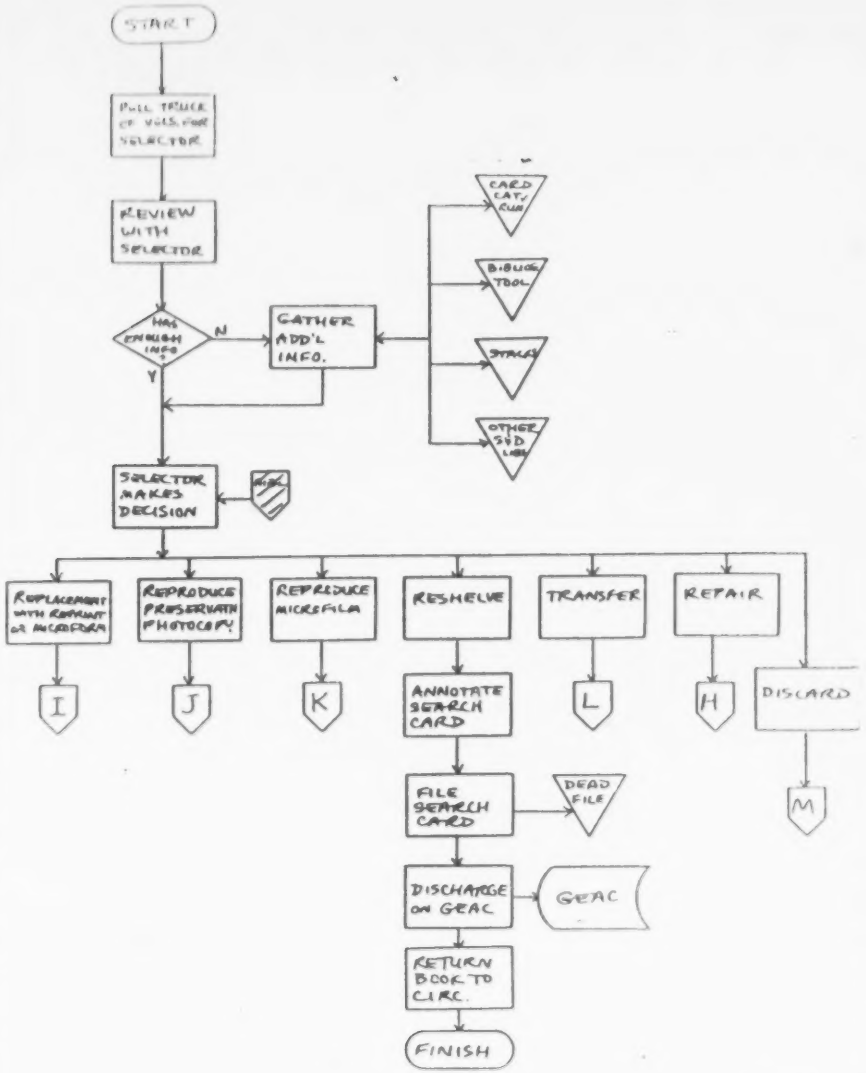


F-2 PRESERVATION: STACK SEARCHING 2



65

G PRESERVATION: DECISION-MAKING



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9/2/88 Revised Draft

UNIVERSITY OF CHICAGO LIBRARY
PRESERVATION DEPARTMENT

PRESERVATION TREATMENT GUIDELINES

General Assumptions:

1. The materials for preservation review has been identified as they were returned through circulation. Most items have circulated at least once since 1985.

2. Materials for review are either brittle and/or beyond the kind of physical treatment that can be justified for general collections materials.

3. A treatment option must be selected for each of the items reviewed.

4. If replacements for reviewed items are available, they should be the preferred option over new reformatting options.

5. All treatment options below, with the exception of "Retain - Phase Box" assumes the original item will be withdrawn at the end of the process.

Summary of Treatment Options:

WITHDRAW: This may be selected for any items reviewed. One may also note whether other copies and editions in poor condition should be withdrawn.

REPLACE: An existing replacement should always be selected over the production of a newly reformatted item. It is assumed that an available paper copy will be the 1st choice, and a microform will be the 2nd choice. No micro-opaques, microprint copies or other extinct formats will be purchased.

When there are numerous replacement choices available, the preferred format should be indicated (either paper or microform.) Unless a preference indicated, the Acquisitions Department will select the most appropriate replacement within each format.

REFORMAT/PAPER: The form of a paper replacement is usually a preservation photocopy. Another alternative may be paper copy made from a microform. The advantage of a item reformatted in paper is ease of use. The disadvantage of the format is the the need to recopy the item each time another copy is requested.

It is most appropriate for heavily used, standard works, for items used as quick reference, and for small pamphlet items.

REFORMAT/MICROFORM: A microform copy can be in the form of either 35mm roll microfilm or microfiche. At present, the University of Chicago Photoduplication Laboratory is prepared to produce only 35mm roll film. The advantages of microformats are their efficient use of storage space and the ease with which they can be copied and distributed to other institutions. Disadvantages are the inconvenience of using a reading machine and limitations on circulation.

It is most appropriate for low use items, materials consulted for historical purposes, and for longer works such as multi-volume works and serials.

PROTECTIVE ENCLOSURES: This is usually a phase box custom made for each item. The advantage is they do provide protection and support that may extend the useful life of an original item. The disadvantage is that a box is only a temporary solution for items needing treatment, and fragile items remain vulnerable while in use and as they circulate.

It is most appropriate for items that that are not suited to reproduction in paper or microform (e.g. color illustrations), for materials that must be retained in their original format, for items that cannot be rebound but are still intact and usable, and for some isolated volumes within long series or periodical runs.

Summary of Information Accompanying Each Item:

1. A catalog record (usually from the shelf list) is for each item.

2. The shelf list entries for other editions are stapled beneath the catalog record.

3. A list of other duplicate copies is provided. A condition statement is provided for all duplicate copies that were located on the shelf and a status report for those that are unavailable.

The condition of the item in hand has not been described. All duplicate copies that are in very poor condition and deemed unusable by the preservation staff will be pulled and included in the review session along with the original volume in hand.

4. Whenever an item is part of a multi-volume set, the complete set will be pulled for review.

5. Searching information indicates what exact and related copies or editions are available. All appropriate reprint sources were searched. Microform sources were searched only until the first exact match was found. [The use of the symbol x, xx, and xxx corresponds to its use in Acquisitions, relating to how closely replacements match the original item.] Citations from OCLC and selected other sources are attached behind the worksheet. A summary at the bottom of the worksheet indicates which formats were available.

6. Whenever UMI (University Microfilms, Inc.) is listed as a replacement source, one should assume that we can obtain a copyflo copy (paper made from a microfilm master) from this source.

7. Questions, requests for more information, or other instructions should be noted at the bottom of the decision form under the "Comments" section.

THE NEW YORK PUBLIC LIBRARY — TECHNICAL ORDER 80-4-0023 (Revised)

PREPARATION SERVICES — JANUARY 2, 1980

PRESERVATION OR REPLACEMENT OF MATERIAL THAT IS TOO POOR TO BE REBOUND

1. This revises Technical Order 73-4-0023, issued October 31, 1973.

2. Material for rebinding is sent once a month to the Custom Binding & Repair Section (the Bindery), Room 60. See Administrative Order 75-4-0134, "Routing of Materials for Rebinding", and Administrative Order 79-4-0211, "Rebind Quotas".

3. Material sent for rebinding is examined once a month by the Head of the Custom Binding & Repair Section.

4. Material too poor for full rebinding will be set aside for review by the Conservation Representative or Division Chief and recommendation for alternative form of preservation treatment. Divisions will be informed when material has accumulated that should be reviewed; a representative of the Conservation Division will be available to discuss alternatives.

5. Options for alternative treatment include the following:

   5.1 Repair and/or strengthen existing binding (new spine strip, reinforce hinges, etc.)

   5.2 Make protective paper wrappers. This option is appropriate for little-used materials or material that is not of permanent research value.

   5.3 Make slipcase, box, or portfolio (See Technical Order 72-4-0005, "Slipcases, boxes, and portfolios.")

   5.4 Consider for full restoration (decide whether work should be done in the Bindery or by outside conservation workshop.) NOTE: if preservation treatment is deferred, material will be double-wrapped in acid-free paper and returned to the Division. Keep a desiderata list of titles needing outside preservation/restoration treatment so that material can be readily identified when funding becomes available.

   5.5 Replace with purchased hard copy reprint or microform (See Technical Order 73-2-0059, "Ordering Replacement on Form 996p.")

Conservation Division

MAY 23 1988

5.6 Consider for in-house microfilming on an immediate or deferred basis. Procedures outlined in 5.4 above will be followed. Add title to desiderata list for future microfilming. Before adding title, it should be searched in the National Register of Microform Masters and other appropriate tools to determine whether it is available from outside sources.

JPB:DW

Distribution Code: 1 & 2

UNIVERSITY OF FLORIDA LIBRARIES

MEMORANDUM

TO: Sam Gowan, Associate Director
Collection Management

FROM: Erich J. Kesse,
Preservation Officer.

RE: Brittle Books Program

DATE: 10 August 1987

Enclosed you will find something of a working proposal for a Brittle Books Program. I want to get your feed-back before developing a manual.

A Brittle Books Program is multipart. This is not yet clear in the working proposal before you. So, let me describe work-flow.

1. Brittle books are identified primarily through circulation, gifts and exchange, and stack surveys; and secondarily, through reference, curators, bibliographers/selectors, acquisitions, and cataloging. Procedures for identification have been detailed in the Newsletter.

2. Items receive a Brittle Books Flyer which includes a patron advisory and record of double fold test result. The latter is completed by the staff member identifying the book as "brittle".

3. A Brittle Books Worksheet is then partially filled out, with call no., vol. no., copy no., and author or title, as well as the double fold test result. This worksheet is the Program's record of the item.

4. The brittle book is then returned to the shelf -- with the Flyer in place -- until it can be attended to. The worksheet is routed to the Brittle Books Program of the Preservation Office.

EXCEPTION: If the double fold test measure is less than (but not equal to) two, the book should be routed along with the worksheet to the Program. These items may

be permanently lost or severely damaged with one more use. They require immediate attention.

NOTE: The double fold test result of five is used as a cut-off for binding. A volume with a double fold test result less than or equal to five should not be bound. These items are defined as "brittle". "Brittleness" is considered an advanced state of chemical and physical deterioration such that the item is no longer durable, i.e., able to withstand continued normal use.

5. The Brittle Books Program files worksheets according to double fold test (dft) result and, secondarily, by call number. Items with lower dft will command greater attention -- they are more at risk.

6. For each worksheet, Brittle Books Program staff perform a bibliographic search. Program staff complete the Bibliographic Information and Institutional Holdings sections of the worksheet. This information will inform the Bibliographer/selector/curator's disposition decision. Information is supplied from the item in hand, as well as the LUIS bibliographic record.

NOTE: In order to complete these sections, Program staff will be required to determine the physical condition of copies and editions held by the UFL. Of these copies and editions, those which are also brittle enter the Brittle Books Program process. -- The original, copies and editions considered simultaneously, saving both the Program staff and bibliographers some time.

7. The Bibliographic Availability section is then filled out by either Progam staff or Acquisitions Dept. staff. (Responsibility for filling this section out has yet to be determined. Neither has the staff to carry this opperation forward at this time.) This section requires the unit filling it out and the bibliographer interpretting it to have or develope knowledge of the USMARC 007 field and its codes. Bibliographers must begin to think in terms of material longevity and to recognize the universal codes used to identify materials.

8. The completed form is then sent to the appropriate bibliographer who authorizes disposition of the item. If the original is to be retained, the bibliographer should be encouraged to inform the Preservation Office, using the note area of the worksheet, of the retained item's expected use. This information will allow the Conservation Unit to decide upon physical disposition of the retained item: reshelving, boxing, encapsulation, etc. Bibliographers should be encouraged to retain the original. They should also be encouraged to duplicate the item through purchase of micro-/photo-duplication to prevent potential loss insure against major damage to the brittle item. Items marked for retention

only will be queued in the Preservation Office's database or on LUIS for review at one or two year intervals.

9. The authorized form is then returned to the Brittle Books Program which routes the item to the appropriate unit within the Preservation Office: the Reprographics Unit or the Conservation Unit.

NOTE: Sam, as you might have guessed no item will be guillotined to make the microphotographer's life easier. ...Unless, the item is marked for either withdrawl or for retention but will be encapsulated.

RE: Presentation to Bibliographers.

Conceptual review of plans for the Preservation Office will include:

1. Overview of Preservation Office : 5 year plan.
2. Brief discussion of inter-relation of Programs and Units. (How the Office works.)
3. Conceptual review of Programs, and requirements for interaction with Bibliographers, etc.
4. Work-flow considerations through critique of Brittle Books Program working proposal.

- UNIVERSITY OF CONNECTICUT LIBRARIES -
PRESERVATION DEPARTMENT
BRITTLE BOOKS WORK FLOW FOR GENERAL COLLECTIONS

1. The Library Conservator inspects each damaged and worn volume that is routed to Conservation for treatment. The first step in the examination is to assess the condition of the paper. If it is brittle, the required treatment falls outside the scope of the Preservation Department's commercial binding program--and in most cases, its conservation program. Brittle volumes are set aside for review by an appropriate selector.

2. Each week a selector for the general collections reviews a certain number of brittle volumes (the weekly quota varies) to determine whether they--and related volumes--should be retained in some form as part of the Libraries' permanent collections. Titles that are out of scope are processed for withdrawal. (The number of items withdrawn and not replaced is small; the collections do not contain a significant percentage of duplicate copies, outdated text books, or other categories of materials that are considered superfluous to the University's research and teaching objectives.)

3. Titles that are to be retained are sent to bibliographic searchers in the Acquisitions Department to determine whether a copy, reprint, or acceptable new edition is available for purchase.

4. If an acceptable replacement is identified it is usually ordered (cost being a limiting factor). The brittle copy is usually withdrawn when the replacement copy arrives. In some cases, however, the brittle copy is retained because of important illustrative, introductory, interpretive, or other material; or because significant marginalia, an important binding, or some other characteristic or combination of characteristics impart artifactual value to the item.

5. If a suitable replacement is not available, or if the original brittle copy is to be retained in addition to acquiring a new copy, the item or items are processed for the "Brittle Books Collection," which is housed in a restricted access area. Processing involves charging each item out to that collection, stamping its book pocket "Brittle Storage: Not to Leave the CPR" (i.e., Current Periodicals Room), and tipping in this notice:

> This book paper is highly acidic due to the methods and ingredients used in its manufacture. As a result it has become brittle with age. Please handle with care so that information will not be lost to future readers.
>
> A long-range goal of the Library is to purchase an acid-free reprint or microform copy to replace this volume, or to reproduce it in-house on acid-free paper.
>
> Thank you for helping to preserve the University's research collections.

Patrons who want to use a brittle volume will discover, by consulting the Circulation data base, that it is charged out to the Brittle Books Collection: and will be directed to the Current Periodicals Room where a desk attendant will retrieve the volume. Because items in the Brittle Books Collection are fragile, they do not circulate outside the Library. They can be used in-house; the loan period is 3 hours and is renewable.

6. A small percentage of the volumes that are identified as brittle, and for which a suitable replacement is not available, are returned to Conservation for preservation photocopying. This decision is most often made when heavy use can be predicted.

   An additional small percentage of the volumes that are identified as brittle will eventually be treated in Conservation as appropriate (e.g., a volume may be disbound, each leaf encapsulated in polyester film, and the volume rebound).

Rev. 11/88

University of Nebraska-Lincoln
Brittle Books Policies
13 Nov. 1987

DEFINITION: Brittle books are books with brittle paper. The paper has become embrittled due to environmental conditions or due to chemical breakdown of the paper itself. The purpose of the brittle books policies is to identify possible alternatives for treating brittle materials found in the University Libraries' collections.

DISCUSSION: Once a book has been identified as brittle, there are basically six alternatives for treating it. These are:

1. Withdraw--based upon the value, significance and holdings of other libraries;
2. Replace with a new or used copy;
3. Wrap the piece and retain it;
4. Photocopy--in-house or purchased through a commercial source;
5. Microfilm--in-house or purchased through a commercial vendor;
6. Restore.

The decision and fiscal responsibility for brittle books decisions rests with public services librarians. Information on the book will be provided by technical services staff in order to assist the public services librarian in making the best possible choice. After the choice is made, technical services staff will follow through with the decision.

The Library of Congress has published some criteria for making decisions relating to brittle materials which may be helpful. These have been adapted slightly to make them meaningful to UNL's operations:

1. Physical condition: How much time is left before the book is no longer usable in its present condition?
2. Scarcity: How many copies exist in the UNL Libraries? How many copies exist in other libraries? Has the title a preservation microfilm master?
3. Significance: If this is the last copy on earth, and it will disintegrate tomorrow, is it worth saving?

Please keep these questions in mind when considering which of the six options to choose.

WITHDRAW

Withdrawal may be appropriate when the University Libraries

have other copies or editions of the same work. It may also be appropriate if the work is unlikely to be used for research any longer due to turnover of faculty or due to changes in curriculum. For this option, the public services librarian should apply the question of significance.

REPLACEMENT

Replacing an item with the same edition may not be an option if the paper is brittle. Replacing with another edition or with a reprint may be worthwhile when the item is known to be used frequently because of its content. This option may be more cost effective than in-house microfilming, or than preservation photocopying.

When requesting a replacement, the subject librarian must specify a fund number. In these cases, Acquisitions will perform the searching necessary to order a replacement. If a replacement is desired, but funds are not available, the decision will be maintained in a file by the Chair of the Preservation Committee until monies are available.

While waiting for the replacement, the brittle volume will be wrapped by Binding staff, and will be returned to the stacks. Once the replacement is received, the brittle volume will be withdrawn and the replacement copy will be cataloged.

WRAP AND RETAIN

This option may be appropriate when the material is important to retain in its original state. If fragile, it will be wrapped in an acid-free portfolio and a brittle books sticker warning against photocopying will be attached to the exterior of the wrap.

PHOTOCOPY

If neither microfilm nor a reprint or another suitable edition is available, and the use of the volume by patrons warrants it, preservation photocopies may be ordered through acceptable sources such as the LBS Archival Products Brittle Books Replacement Service, or through some other approved vendor. At this time, preservation photocopying will not be done in-house at UNL.

MICROFILM

Commercially available film: Microforms are preferred over print copy as replacements for brittle items at UNL, though cost considerations may influence the choice of format. 35mm silver halide film is preferred. If the subject librarian indicates a fund number for immediate replacement, searching will be done by Acquisitions for a commercial microfilm copy.

Preservation Microfilming: Priority for preservation

microfilming in-house is given to works unique to our collections, and not available elsewhere except at great cost. Newspaper runs of the Daily Nebraskan and other serials on newsprint that are part of special collections must be considered for preservation microfilming. Space may also be a consideration in some instances where the materials are in poor physical condition, take up a great deal of shelf space, and yet are important to the collections.

While in-house microfilming is an option for materials not commercially available in microformat, it is currently discouraged due to staff limitations. Any decision to microfilm a title in-house may require support of grant funds or express approval by a committee consisting of the head of Archives/Special Collections, the chair of the Preservation Committee and the Collection Management Coordinator. The committee will not approve items for in-house microfilming if a preservation microfilm master already exists in the U.S. If no such master is available and the decision to microfilm the piece is made, the preservation microfilm master will be cataloged on OCLC to provide bibliographic access to other institutions.

Preservation microfilm masters filmed in-house will be checked for quality by the Nebraska Records Management Division, and will be stored in the vault at the Nebraska State Historical Society. A service copy will be retained for UNL's collection.

RESTORATION

For materials of great scarcity or value, restoration by a conservator may be an option. Approval is required by the committee mentioned above--the head of Archives/Special Collections, the chair of the Preservation Committee and the Collection Management Coordinator. Due to funding limitations, any piece approved for restoration work may simply fall into a queue for restoration as monies become available.

WORKFLOW AND PROCEDURES:

Brittle books are generally found by Circulation and Binding.* When located these can be sent to Binding, where in-house binding staff will perform a brittle books test. If brittle, a brittle books form will be typed for each title, supplying the author, title, call number and a date [see appended example].

Binding staff will then search the shelf list to see if there are duplicate copies of the title in the system. When there are additional copies, the information will be noted on the brittle books form. When there are additional copies of the same edition in LOVE, all LOVE copies

will be gathered together for review.

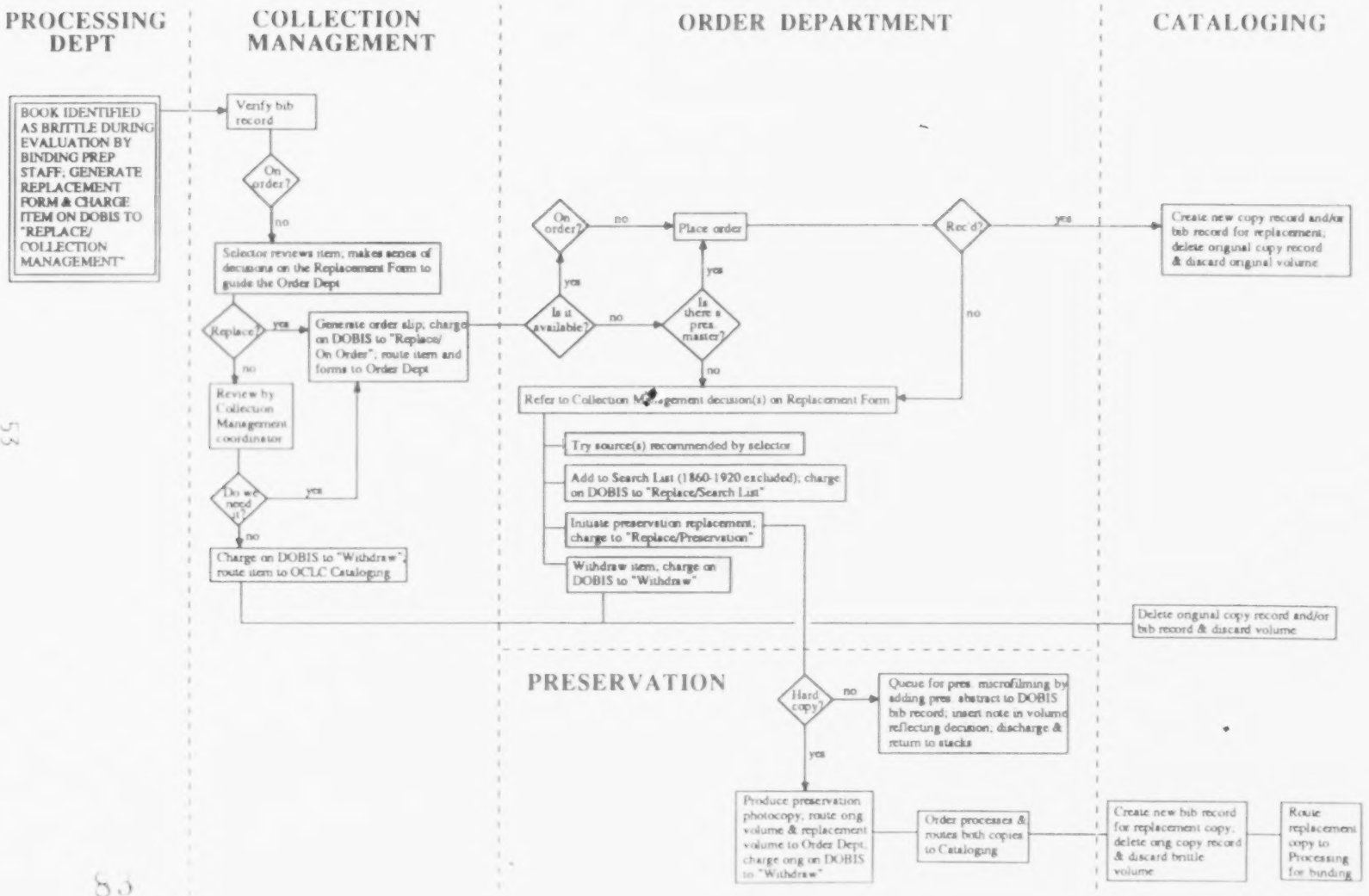
Volumes with forms will then be sent to Acquisitions Dept. Acquisitions staff will search OCLC to see if there is a cataloged preservation microfilm master and to see if other libraries hold the same volume. They will provide a printout of the bibliographic record and of holding libraries' symbols when they locate a record. Volumes then will be arranged in call number order with Dewey books first, followed by materials classified by Library of Congress call number, on the Brittle Books Shelves in Acquisitions. Branch books will be interfiled with LOVE books by call number.

Public services librarians review the materials and complete the brittle books form, usually within 4 weeks of the date on the form. A fund number must be provided if the volume is to be replaced or reformatted in some way. After a decision has been made, the volume and all paperwork should be shifted to the shelf marked "Decision made". Technical Services staff will clear the shelf weekly, and will follow through with the decisions noted.

*Brittle works found by cataloging staff in Cataloging Dept. and Serials Dept. prior to cataloging will be sent to the shelves directly by the cataloger. The cataloger is responsible for completing the brittle books form and for taking the materials to Acquisitions Dept.

REPLACEMENT FOR BRITTLE ITEMS

Emory University
General Libraries
DRAFT PROCEDURE
rev 11/2/88


PROCESSING DEPT
COLLECTION MANAGEMENT
ORDER DEPARTMENT
CATALOGING
BOOK IDENTIFIED AS BRITTLE DURING EVALUATION BY BINDING PREP STAFF; GENERATE REPLACEMENT FORM & CHARGE ITEM ON DOBIS TO "REPLACE/ COLLECTION MANAGEMENT"
Verify bib record
On order?
no
Selector reviews item; makes series of decisions on the Replacement Form to guide the Order Dept
Replace?
yes
Generate order slip; charge on DOBIS to "Replace/ On Order"; route item and forms to Order Dept
no
Review by Collection Management coordinator
Do we need it?
yes
no
Charge on DOBIS to "Withdraw"; route item to OCLC Cataloging
On order?
no
Place order
yes
Is it available?
no
Is there a pres. master?
yes
no
Refer to Collection Management decision(s) on Replacement Form
Try source(s) recommended by selector
Add to Search List (1860-1920 excluded); charge on DOBIS to "Replace/Search List"
Initiate preservation replacement; charge to "Replace/Preservation"
Withdraw item; charge on DOBIS to "Withdraw"
Rec'd?
yes
no
Create new copy record and/or bib record for replacement; delete original copy record & discard original volume
Delete original copy record and/or bib record & discard volume
PRESERVATION
Hard copy?
no
Queue for pres. microfilming by adding pres. abstract to DOBIS bib record; insert note in volume reflecting decision; discharge & return to stacks
yes
Produce preservation photocopy; route orig. volume & replacement volume to Order Dept; charge orig on DOBIS to "Withdraw"
Order processes & routes both copies to Cataloging
Create new bib record for replacement copy; delete orig copy record & discard brittle volume
Route replacement copy to Processing for binding

RUSH RHEES LIBRARY BRITTLE BOOKS PROGRAM PROCEDURES

I. COLLECTION AND INITIAL REVIEW BY PRESERVATION TECHNICIAN

Rush Rhees books which have circulated and are in need of repair will be identified as they are discharged by circulation staff and held on designated shelves in the Circulation Department. On Wednesday afternoon the accumulated books will be placed on a truck and evaluated by the preservation technician. He will separate them into two categories: those which can be repaired or rebound and those which are too brittle or too seriously damaged to be repaired or rebound.

REPAIRS - Those books which can be repaired or rebound will have "R" streamers inserted. The technician may return some books from this category to the stacks if the backlog of repairs in the Preservation Unit has grown to an unacceptable level.

BRITTLE BOOKS - Those books which cannot be repaired will have "Treatment Option Forms" inserted with the call number noted on the form.

- -

II. REVIEW BY COLLECTION DEVELOPMENT OFFICER

Once the initial review is complete the truck will be marked for the attention of the collection development officer. On Thursday morning he will review the books with treatment option forms. He will not review books designated for repairs. He will decide if the books: 1) should be withdrawn, 2) should be replaced, reformatted, or rehoused or 3) should be referred to a bibliographer for a decision. If his decision is to withdraw, replace, rehouse, or reformat he will check the appropriate option on the form, indicate the fund to be charged, initial the form, and return the book and form to the truck. If his decision is to refer the book to a bibliographer, he will write the individual's name on the form.

When the collection development officer has completed the review, he will notify circulation staff.

- -

III. CHARGE ON GEAC BY CIRCULATION STAFF

Circulation staff will charge out all books from the brittle books truck.

REPAIRS - Books designated for repair ("R" streamers) will be charged to the Preservation Unit for 56 days. Within that period repairs will be made and the books will be returned to the Circulation Department to be discharged and reshelved. If the backlog of books in the Preservation Unit has grown to a point where books cannot be repaired in 56 days, it will be necessary to discontinue accepting new books temporarily.

WITHDRAWALS - Books designated to be withdrawn will not be charged out but will be left on the truck for the preservation technician who will take these books directly to the Catalog Department.

REPLACE, REHOUSE, REFORMAT - Books designated for any of these options will be charged out to the Preservation Unit for 56 days.

FOR BIBLIOGRAPHER'S ATTENTION - Books to be referred to a bibliographer will be charged out on Geac to Preservation/Bibliographer for 56 days. Circulation staff will note the due date on the treatment option form and insert the form in the book. There will be a separate Geac charge card for each bibliographer so it will be possible to trace the book.

- -

IV. FORWARDING BOOKS AFTER CHARGED

The truck will be taken by Circulation staff to Technical Services.

Books charged to the Preservation Unit will be given to the preservation technician.

Books charged to a bibliographer will be placed on the appropriate tub shelves for pickup or delivery to the department.

- -

V. REVIEW BY BIBLIOGRAPHERS

Bibliographers will examine each book they receive and indicate their decisions on the treatment option form. They will return all books and forms to the Preservation Unit within FIVE (5) WORKING DAYS. Prompt review by bibliographers is crucial since books will not be recalled for patrons during the first ten days after they are charged out.

- -

VI. PRESERVATION TREATMENT

When brittle books program items are received in the Preservation Unit after having been checked by the preservation technician, the collection development officer, and bibliographers they will be processed as follows:

WITHDRAWALS - The preservation technician will take books designated for withdrawal to the Catalog Maintenance Unit after having them discharged.

REPLACEMENTS - Preservation Unit staff will mark CAGE above the call number, take each book to the Catalog Department for a change in location code (preservation cage) and material type (RJCIRC), and insert streamer "return to preservation". When returned, Preservation Unit staff will photocopy the title page and other pertinent information and forward it to Acquisitions with a photocopy of the treatment option form which has the bibliographers' signature or initials and the book fund to be charged. The original treatment option form will be annotated to show the date a replacement was requested and the book and form will be shelved in the Preservation Cage. If a replacement cannot be obtained Acquisitions will notify the technician who will then proceed to the next treatment option designated. If a replacement is obtained the new copy will be given to the technician who will retrieve the old copy and forward both old and new copy to the Catalog Department. Catalog Department staff will withdraw the old copy and catalog the new one.

REHOUSING - Books to be placed in enclosures will be shelved in call number order in the Preservation Unit until an enclosure can be made. When the enclosure has been made preservation unit staff will have a call number added to the enclosure, mark CAGE above the call number, take each book to the Catalog Department for a change in location code (preservation cage) and material type (RJCIRC), and insert streamer "return to preservation". When returned, Preservation Unit staff will take each book to Circulation to be discharged and shelved in the cage.

REFORMATTING - Preservation Unit staff will mark CAGE above the call number, take each book to be reformatted to the Catalog Department for a change in location code (preservation cage) and material type (RJCIRC), and insert streamer "return to preservation". When returned, Preservation Unit staff will take each book to Circulation to be discharged and shelved in the cage.

- -

VII. PRESERVATION CAGE

Books shelved in the cage will be in one single call number sequence for easy retrieval. They may circulate on request for building use only. Circulation staff will page the books once a day and charge them out but not desensitize them. Staff will insert a streamer giving instructions for special care to be given to the book because of its brittle nature.

If a book that has been rehoused is requested for a patron, it will be sent to the preservation technician after it is returned. He will then mark it for reformatting and have it returned to the cage. If a book with the cage location code cannot be found there, Circulation staff should check with the preservation technician because it is either in the process of being withdrawn due to the receipt of the replacement copy or is in the Preservation Unit for collating in preparation for reformatting. Books which have been collated and are shelved in the preservation cage will have streamers inserted indicating that the preservation technician should be notified to monitor their use.

- -

VIII. REFORMATTING

When funds are made available for reformatting, books will be retrieved from the cage, charged to the Preservation Unit for 56 days and brought to the Preservation Unit where they will be collated and prepared for shipment. The Preservation Unit will keep a record of all volumes out of the Library for reformatting. When the old books and new copies are received back from the vendor they will be sent together for processing. For books which have been photocopied, Preservation Unit staff will insert streamers "return to preservation" and take books to Serials and Binding to be stamped, have plates and pockets pasted, and have security tapes and barcodes attached. When returned, Preservation Unit staff will take books to be discharged and then to the Catalog Department. Catalog Department staff will catalog the new copy, send it to be shelved, and withdraw the old copy. For books which have been filmed, Preservation Unit staff will take books to Circulation to be discharged and then take the film and book to the Catalog Department. Catalog Department staff will catalog the film, send it to microtext, and withdraw the old copy.

JNK:kb

Rev. 3/22/88

Brittle book procedures — Monographs.

These procedures apply to monographs which are rejected from the rebinding/mending stream as being too brittle or damaged to be rebound or mended. Serials are excluded and Canadian imprints.

A. Books already in system. (i.e. already catalogued and entered in data-base)

1. All material in this category should be charged out to the Preservation Services Department and sent separately from rebinds or mends to the Bindery. The shipment should be clearly labelled 'brittle books'.
Instead of an ordinary charge slip a three-part slip or triplicate should be used and two parts sent with the item. (Robarts materials will be examined in the Circulation Department by PSD: Go to no.3 below)

2. In the Bindery the books will be examined to determine if they really cannot be rebound or mended. Any material judged able to be rebound or mended will be put into those streams at this point by the Bindery.

3. The Rare Books Department will review this material weekly for any items which they should have. If they find such material they will remove it and deal with the cancellation of the old record and the recataloguing. The charge slip will be sent by RBD to the original location with a notation that the item is now in RBD. Material left on the shelf at the end of the week will be assumed to be of no interest to RBD and will be removed by the PSD searcher.

4. This material will then be searched by the PSD searcher. If there is a reprint or a replacement microform available, the PSD searcher will photocopy the title page and send it with the PSD flier containing ordering information to the Head, BSD. The PSD searcher will stamp the material 'Seen by PSD' and return it to the location.

5. If there is no reprint or commercial microform available, the material will be microformed by PSD if over 50 pages or photocopied if under 50 pages. (general rule)

6. After the replacement has been made and checked by PSD the original will be stamped 'Photocopied by PSD' or 'Microformed by PSD' and
   a) if new class sent back to the location. The PSD replacement will be sent to the Cataloguing Department for cataloguing. See Appendix 1.
   b) if old class or new material sent with the PSD replacement to the Cataloguing Department for cataloguing. See Appendix 1. See B.

7. If there are multiple copies of an item or reprints of that exact edition the PSD searcher should gather all of these together in PSD (except for RBD material). If a reprint or microform replacement is available this should follow 4 above. If not the Head of PSD or designate will examine this material and
   a) if all copies are brittle the best copy will be filmed or photocopied. All material will be stamped by PSD and will then follow procedures according to whether it is old class (Appendix 2) or new class.

b) If some copies are not brittle the brittle copies only will be stamped 'Seen by PSD' and all material returned to the stacks. If the copies in good condition are in storage and the brittle copies in the location the items will be referred to the Collections librarian for transfer.

8. If at any point material is identified as totally unuseable it should be brought to the attention of the Head, PSD. It will then be examined by the Head, PSD, Head, BSD and/or the Associate librarian for Collection Development and Preservation and a decision made according to Appendix 3. If the decision is to discard, the material will be incorporated into the Gifts stream and will not be stamped with any Preservation stamp.

9. If at any time material which is in PSD is required by a student procedures in Appendix 4 will be followed.

B. Newly acquired material in brittle condition.

10. Order Department and Gifts.
All books to be processed will be checked by a processor to see if the paper is in good condition.
If the paper is not in good condition, the processor should refer the item to the appropriate book selector, who will make a decision as to whether the material should be processed as is, or whether a photocopy or microform should be made.
If the selector thinks the material should be reproduced in microform or xeroxed, he/she will insert a flier (see form 058 attached) indicating what should be done, and return the material to the processor.
If the material is to be reproduced in microform or xeroxed, the processor will stamp both R-card and index card "PRESERVATION/M" (microform) or "PRESERVATION/X" (xerox). Cards should be marked with the date processed when they are stamped, i.e. after material is returned from the selector.
Material to be reproduced in microform or xeroxed will be put on a special truck in the cage. The R-card should be clipped to the flier from Book Selection Department and should be left in.
Once a week, or when the truck is full, the material will be stamped and taken to Preservation Services Department (Reprographics) to be worked on. Material will not be returned to the Order Department, but will be sent directly to be catalogued from Preservation Reprographics.

N.B. The above procedure does not include material received on DSO or Shastri DSO.

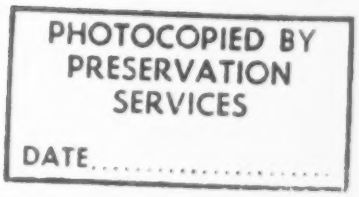
C. Serials

11. Brittle serials pose more of a problem than monographs. In the case of monographs we are dealing with material returning from being circulated. The use patterns of serials are in general more difficult to ascertain. In many cases these brittle serials would be available in microform commercially, and we would be obliged because of copyright problems to buy these rather than filming them in-house. To examine and deal with brittle serials involves many volumes per title in many cases, which is not the case with monographs. It is the intention of the Preservation Services Department to

compile a list of all brittle serials in the library so that these can be replaced by microform or reprints as money is available. Any serial which appears to be in brittle condition, therefore, should be brought to the attention of the Preservation Services Department, who will examine the run. If it is found to be brittle it will be added to the list being compiled to be replaced by microform as funding permits.

APPENDIX 6

STAMPS USED IN BRITTLE BOOKS PROCEDURES

1. 

Original has been photocopied and returned to stacks.

2.

Original has been microformed and returned to stacks.

3.

This applies to material which is going back to stacks in a phase box and which is not being replaced.

APPENDIX 3

Deaccessioning Unusable Books

Within the University of Toronto Library's preservation program, material considered is retained in its original format if it is at all usable in that format. Those few items that are unusable will be displayed for at least one full month before being removed from the collection.

Since the actual physical item must be examined, members of the University are welcome to review these items any time during regular working hours. They will be on display in the "caged" area (where new acquisitions can also be viewed) in the Book Selection Department on the sixth floor of the Robarts Library 9:00 to 5:00 p.m. Monday through Friday on all regular work days.

WILSON LIBRARY

COLLECTION DEVELOPMENT DIVISION
PRESERVATION SECTION
WITHDRAWAL/REPLACEMENT PROCEDURES

I. Bibliographer peruses the shelves of unbindable materials in the Preservation Section and flags items chosen to designate:

a. withdraw
b. condition check
c. replace

II. If a. is selected, Preservation staff will carry out withdrawal procedure, route item to CTS and clear Circulation records.

III. If b. is selected, Preservation staff will:
-check shelf list and record all copies, volumes, and editions.
-check shelves and record condition (binding, paper, likely length of life of each) of all copies, editions, and volumes. Any circulating materials will be recalled and inspected.
-indicate type and frequency of use of all copies, volumes, and editions.
-predict usable length of life based on above.
-check PUC and record volumes, copies, and editions in other University of Minnesota Library locations.
-check when possible on condition and use of items in other locations, record this information: determine whether these are indeed extant.

When condition check has been completed, the item will be placed on an in-process shelf designated with the bibliographer's name and the bibliographer will be notified by Preservation Section staff. The bibliographer will then decide on withdrawal or replacement according to the information provided.

IV. If c. is designated, Preservation Section staff will select the appropriate procedure from the following alternatives:

1. Route to CTS for xeroxing.

2. Route to CTS for purchase of replacement copy, reprint, or later edition which will be ordered on the replacement fund. The original copy will be retained in CTS awaiting arrival of replacement. After replacement arrives, original will be withdrawn.

Identification of titles currently in print will be carried out by Preservation Section staff. Added editions will be ordered only after consultation with bibliographer.

If there are no reprints or later editions available and the physical condition of the book precludes xeroxing, one of the following procedures will be selected:

3. Missing or mutilated pages will be replaced by obtaining another copy of the book through ILL and xeroxing the necessary pages. The item will then be routed to CTS for xeroxing of the whole.

4. All other alternatives failing, the book will be retained, repaired and protected to the extent possible, and returned to the stacks.

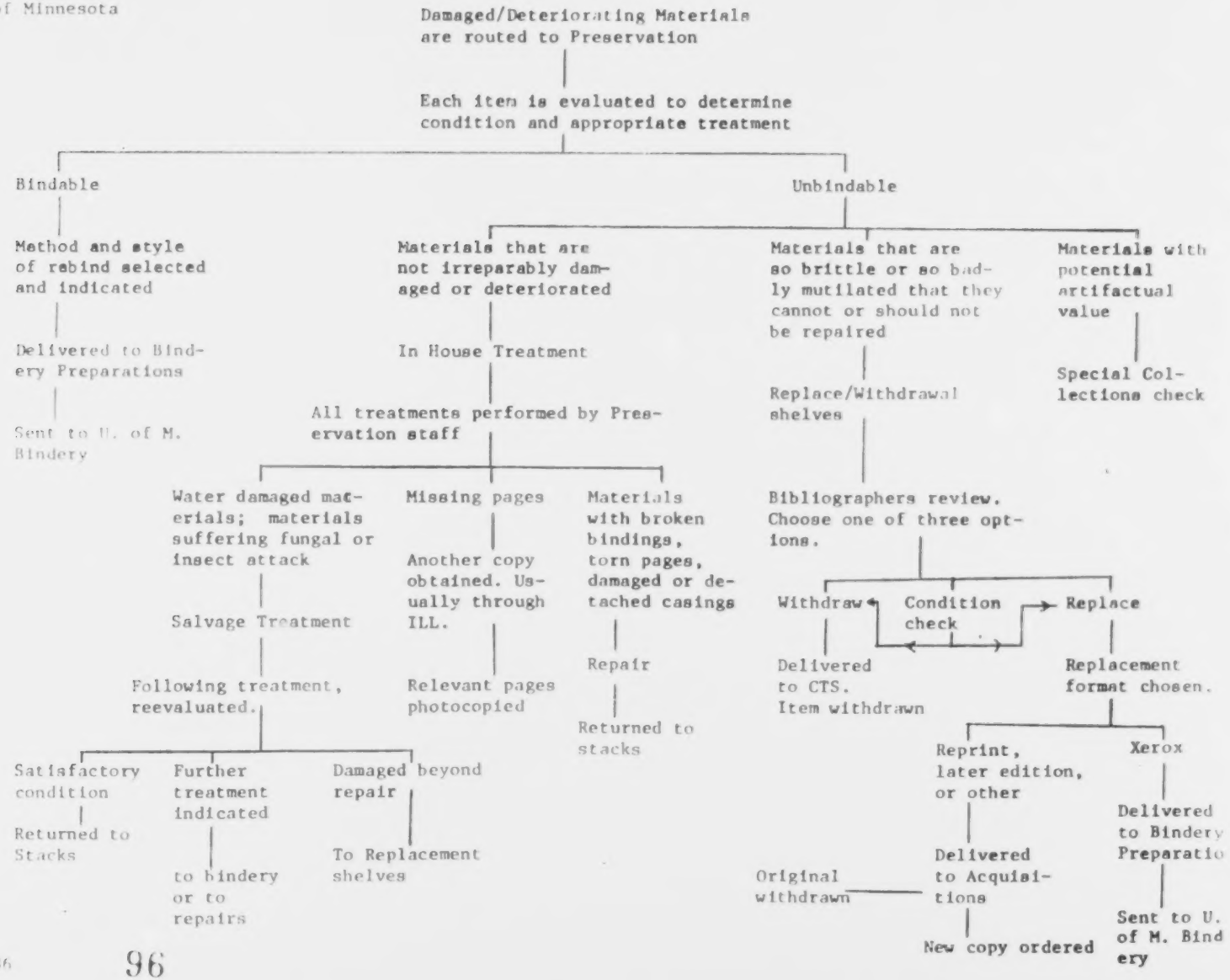
V. If items remain unchecked on shelf, Preservation Section staff will approach bibliographer(s) responsible for subject area(s) and request withdrawal/replacement decision.

10/84

KI:nt

Preservation Unit
Wilson Library
U. of Minnesota

PRESERVATION FLOW CHART


Damaged/Deteriorating Materials are routed to Preservation
Each item is evaluated to determine condition and appropriate treatment
Bindable
Method and style of rebind selected and indicated
Delivered to Bindery Preparations
Sent to U. of M. Bindery
Unbindable
Materials that are not irreparably damaged or deteriorated
In House Treatment
All treatments performed by Preservation staff
Water damaged materials; materials suffering fungal or insect attack
Salvage Treatment
Following treatment, reevaluated.
Satisfactory condition
Returned to Stacks
Further treatment indicated
to bindery or to repairs
Damaged beyond repair
To Replacement shelves
Missing pages
Another copy obtained. Usually through ILL.
Relevant pages photocopied
Materials with broken bindings, torn pages, damaged or detached casings
Repair
Returned to stacks
Materials that are so brittle or so badly mutilated that they cannot or should not be repaired
Replace/Withdrawal shelves
Bibliographers review. Choose one of three options.
Withdraw
Delivered to CTS. Item withdrawn
Condition check
Replace
Replacement format chosen.
Reprint, later edition, or other
Delivered to Acquisitions
Original withdrawn
New copy ordered
Xerox
Delivered to Bindery Preparatio
Sent to U. of M. Bindery
Materials with potential artifactual value
Special Collections check

UNIVERSITY OF MINNESOTA LIBRARIES

BRITTLE BOOKS PROCEDURE
SEPTEMBER 25, 1986

Circulation/ Brittle Books Coordinator	1.	Selects book(s) to be replaced, places on truck and brings to Circulation Department.
Circulation	2.	Photocopies shelf-list card, notes "to replace" and holdings on back of photocopy, and inserts in book.
	3.	Checks out book for 6 months to Brittle Books Coordinator.
	4.	Routes book to Brittle Books Coordinator for review.
Brittle Books Coordinator	5.	Inserts a Preservation form inside each book, noting in-print tools, etc., to be searched for that book (see example).
Student	6.	Searches in-print tools and catalogs as indicated, marking results on preservation form, and returns book to Coordinator.
Coordinator	7.	Reviews search results and indicates decision regarding replacement and disposition of original book on back of preservation form. a. If in-house microfilm or copyflow chosen, estimates price at $60. b. For in-house filming, indicates whether spine of original may be cut.
Student	8.	Uses photocopy of shelf-list card for order card.
	9.	Reprints and commercial microforms: a. Stamps "Repl." (or designated fund), "JSS", and "Brittle Books" along left-hand edge. b. Indicates format below collation (i.e., 35mm positive silver-halide microfilm, reprint, etc.). c. Modifies place, publisher and date of item as needed. d. Adds price at bottom left-center. e. Returns book with order card and preservation slip to Coordinator.
Coordinator		f. Reviews orders and forwards to Order File Supervisor, Order Section, Acquisitions for placement.

Coordinator

9. g. Holds book until notification received from Order Section, Acquisitions via goldenrod slip that replacement has arrived, then routes to Head of Circulation.

Circulation Order File Supervisor

h. Renews book, if necessary.

i. Adds routing to order slip.

j. Assigns dealer and places with other orders, to be treated from this point on in the usual manner.

Book Inspector

k. When material is received, pulls goldenrod from pack and forwards to Brittle Books Coordinator.

10. In-house microfilms or copyflow (to be filmed at UNC Photolab):

Student

a. Stamps "Repl." (or other fund as designated by Head of Collection Development), "JSS", and "Brittle Books" along left-hand edge of shelflist photocopy.

b. Notes "ed. positive microfilm copy" or "ed. copyflow--archival bond" beneath the collation.

c. Writes "UNC Photolab" along lower right-hand edge.

d. Writes "Mon Cat" above author's name, but not in area needed for order number.

e. Adds "Attn. Sarah Stubbs" on back of order slip. (See example)

f. Notes title and call number of book on the preservation slip.

g. Brings book with preservation slip and shelf-list photocopy inserted to Order Expediter in Acquisitions, Order Section. Book is placed on shelves near Order Expediter's desk.

Order Expediter

11. Uses shelf-list photocopy as order card, numbers and plates it and has a full pack made.

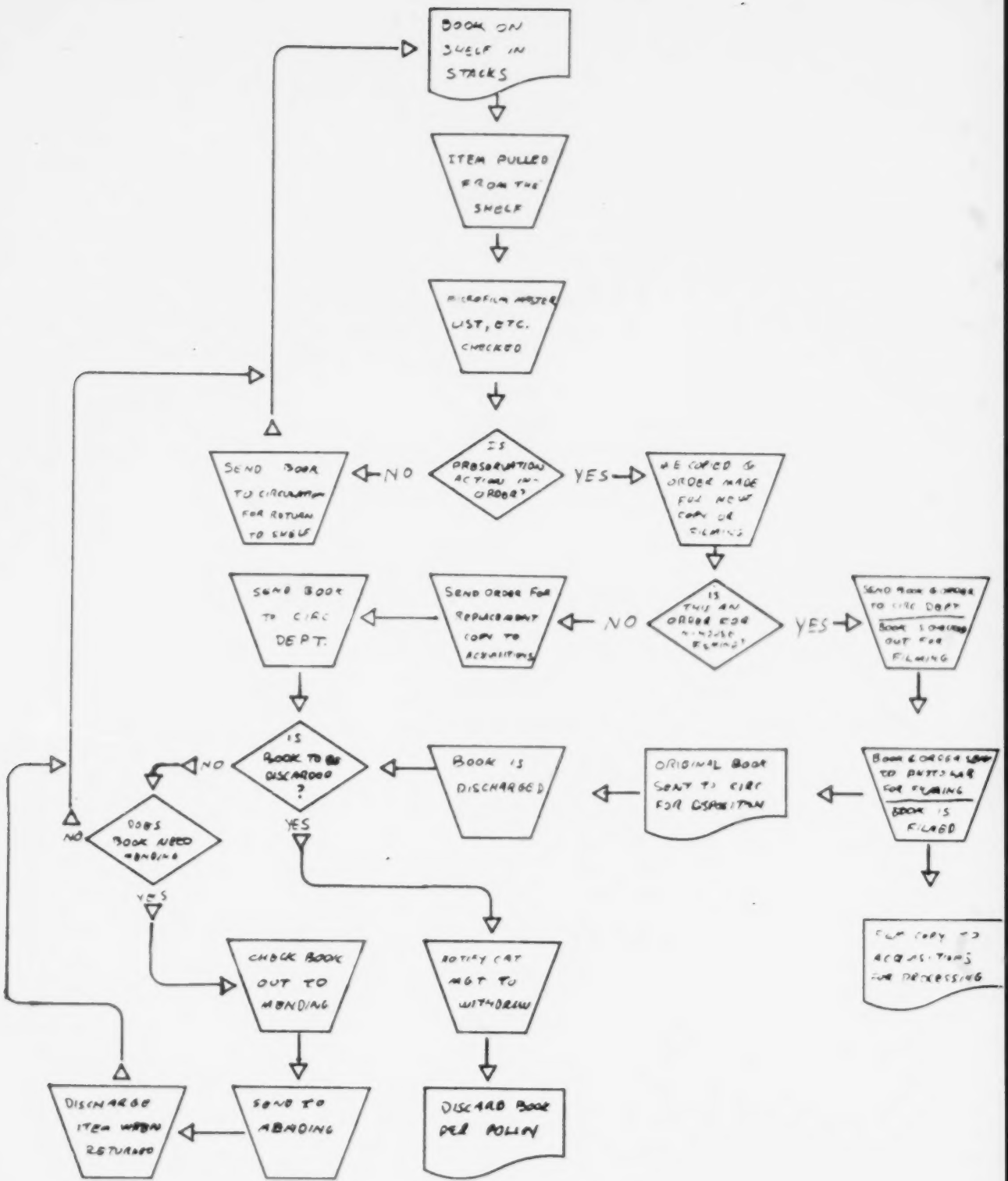
12. Types two forms for Photolab: Invoice and Microfilm/Copyflow Request form.

13. Attaches white order slip to forms and places them in book along with preservation form.

14. Sends pack to Accounting Department for encumbrance (Fund: Overhead P for 1986/7 FY), then holds remainder of pack at desk until microfilm copy arrives.

15. Takes or sends book to Photolab.

Photolab	16.	Makes microfilm or copyflow copy of book.
	17.	Preserves negative copy of book in negative file.
	18.	Notifies Order Expediter that copy is ready.
Order Expediter	19.	Collects copy, white order slip, and blue copy of invoice.
	20.	Returns or mails book with preservation slip to Head of Circulation Department.
	21.	Processes order pack: a. Stamps date in lower left-hand corner of all copies. b. Removes green copy for filing in order file. c. Removes pink copy, attaches to invoice copy and gives to Assistant Invoice Expediter. d. Removes goldenrod copy and routes to Brittle Books Coordinator. e. Counts number of films and notes on Book Inspector's tally sheet. f. Takes films with remainder of order pack (white, yellow, and blue packing slip) to microforms cataloger in Monographic Cataloging Section.
Assistant Invoice Expediter	22.	Sends pink copy of order pack with invoice to Accounting Department.
Circulation	23.	Checks in returned book.
	24.	Makes note on book pocket to conform with disposition direction on preservation form: a. Withdraw (forwards book to Catalog Management for withdrawal), b. Transfer to designated location (forwards book to Added Copy Section), c. Microfilm made (date), d. Copyflow made (date), or e. Replacement (format) acquired (date).


BOOK ON SHELF IN STACKS
ITEM PULLED FROM THE SHELF
MICROFILM MASTER LIST, ETC. CHECKED
IS PRESERVATION ACTION IN-ORDER?
NO
SEND BOOK TO CIRCULATION FOR RETURN TO SHELF
YES
WE COPIED IN ORDER MADE FOR NEW COPY OR FILMING
IS THIS AN ORDER FOR REPLACEMENT FILMING?
NO
SEND ORDER FOR REPLACEMENT COPY TO ACQUISITIONS
SEND BOOK TO CIRC DEPT.
YES
SEND BOOK & ORDER TO CIRC DEPT.
BOOK IS CHECKED OUT FOR FILMING
IS BOOK TO BE DISCARDED?
NO
DOES BOOK NEED BINDING
NO
YES
BOOK IS DISCHARGED
ORIGINAL BOOK SENT TO CIRC FOR DISPOSITION
BOOK & ORDER SENT TO PHOTO LAB FOR FILMING
BOOK IS FILMED
FILM COPY TO ACQUISITIONS FOR PROCESSING
YES
CHECK BOOK OUT TO BINDING
NOTIFY CAT MGT TO WITHDRAW
DISCHARGE ITEM WHEN RETURNED
SEND TO BINDING
DISCARD BOOK PER POLICY

CORNELL UNIVERSITY LIBRARIES

PRESERVATION PHOTOCOPY

To: Acquisitions/Cataloging
From: Conservation

This is a Preservation Photocopy from:

___ LBS Archival Products (DesMoines, Iowa)

___ Cornell Photocopy Service

Create a new catalog record (original imprint in 260 & 533 photocopy note).

___ Original cataloged and now being withdrawn. (If a card is available from the pulled card set, it should be attached).

___ Original never cataloged. Copy identified in Cataloging Department and being discarded.

RLIN ID for original _____

Indicate "preservation photocopy" in SHNT=s (RLIN) or copy level NOTES (NOTIS)

VI. Brittle Books Review

A. Deteriorated books (i.e. books with damaged bindings, loose, torn or missing pages, brittle paper) are identified by Circulation staff and sent to the Preservation Department. They are reviewed and separated into three streams:

1. Books which can be rebound commercially are sent to the library's binder.

2. Books requiring minor repairs are treated by staff in-house.

3. Books that are too deteriorated or mutilated for in-house repairs and are not suitable for commercial binding are placed in the brittle books backlog.

4. Textbooks and low-use multiple copies may be withdrawn.

B. The circulation system is used to charge books in and out of the Preservation Department, as well as into various locations within the department. Circulation staff can place a hold for books at the commercial binder that are requested by patrons. When patrons request a book from the brittle books backlog, preservation staff will attempt to locate and supply the volume as quickly as possible.

C. Preservation staff searches books from the brittle books backlog in order to supply selectors with information necessary to make a retention decision (see appendix for search procedures). Information provided to the selectors includes:

1. Inventory of other copies and/or editions owned by the library, including condition and use of the copies on the shelf.

2. In print replacement information from US and foreign BIPs.

D. The books are then distributed to the selectors for decisions. Selectors may choose to withdraw, replace or retain the materials. If the decision is to retain the book, a brief justification should be written on the slip. Books chosen for retention will be returned to the Preservation Librarian for consideration for reformatting, searching for the availability of microfilm replacement, etc. The final preservation decision is made by the bibliographer.

YALE UNIVERSITY LIBRARIES

NEH EUROPEAN HISTORY MICROFILMING PROJECT:

INSTRUCTIONS
3/6/88
Revised 7/6/88

Overview

The European History Microfilming Project (EHMP) will encompass the microfilming of approximately 14,000 volumes within the old Yale Bf-i, m-q, s-u, w-x classes that have imprint dates of 1850 through 1910. Although implementation procedures will be undertaken at different rates and different times (e.g., the identification step may be completed in large portions at a few points throughout the grant period), the procedural sequence is given here.

Step-by-Step Instructions

IDENTIFICATION----------

1. Identify target volumes in the shelflist (SL) for each classification, leaving "Bo" (French history) until the end, by standing the cards up on end.

2. Photocopy target SL cards for monographs 5 at a time unto blank paper. Try to place them in the same position on each sheet.
   2a. Cut cards apart with the paper cutter.
   2b. Photocopy the copies of the cards onto worksheets.
   2c. Paperclip copies of cards to appropriate worksheets.
   2d. Set pamphlets aside (all items of 100 pages or less).
   2e. Alphabetize remaining titles by main entry to facilitate searching.

3. Photocopy serial titles onto separate sheets, cut them up, and alphabetize for searching in the Serials Catalog.
   3a. Photocopy serials statement and history cards from the Serials Catalog.
   3b. Copy the history cards onto worksheets.
   3c. Staple statement card copies to worksheet.

SEARCHING----------

4. Search batches of worksheets by main entry in bibliographic tools to determine commercial availability in both reprint and microform for all editions of the title. Do not search pamphlets. Begin by searching for microforms. If microfilm is found for the exact edition, do not search that item any further. (N.B.: this step may be skipped for a few selected classifications.) If the exact edition in reprint is found, do not search further. Use the appropriate search tools for serials.

PRECATALOGING----------

5. Search batches of primary worksheets by main entry in the official

catalog (OC) and photocopy OC cards for all other editions of each target title onto new worksheets. Note the call numbers of each edition on the primary worksheet. (N.B.: this step may be skipped for a few selected classifications.) Add your initials at the bottom right corner of the worksheet. Check off and date any call numbers called from Mudd.

RETRIEVAL----------

6. Organize all searched books and serials and unsearched pamphlets into a single call number order sequence.

7. Check each edition in the SML stacks and indicate the condition on the worksheet. Pull all target volumes, and any other editions in poor condition. (Relevant editions in CCL or special collections within SML will not be checked.)

CIRCULATION I----------

8. Charge out all pulled volumes on Geac/Orbis and list the location in the Geac POORBK field as EHMP.

BIBLIOGRAPHIC REVIEW----------

9. Set aside all problem titles to be reviewed by the bibliographer for decisions. Books in good condition will be automatically kept (circle "keep" on search card), and these are not reviewed by the bibliographer. Titles are reviewed if they are deteriorated (extremely brittle, or with broken pages, or somewhat brittle with a broken binding), would be damaged by filming, or have a complicated search record with multiple editions.

CATALOGING I----------

10. Input a film record on RLIN for all volumes to be filmed. Add the Queue Date line to the film record. If the book is to be retained, also input the book record. If a Copyflo hard copy is to be made, input a record for it (it will always be made double-sided so pagination is the same as that of the original).

TARGETS----------

11. Produce a bibliographic target and temporary (temp) slips on the PC.

PREPARATION----------

12. Prepare the target volumes for filming:
    a. Thumb through for completeness (a reasonable effort should be made to complete it if incomplete, through borrowing from another Yale library or ILL loan);
    b. Add "Cut" or "Do Not Cut" instructions;
    c. Fold the target once and place in book;
    d. Measure for Quality E Index value and enter on workform;
    e. Make sure one copy of the card in placed in book;
    f. Place workform with required targets marked in book.

13. Prepare an order for each box:
    a. Tie volume together for which a Copyflo copy is ordered and mark;

b. Order the film, cine (2A) mode, for:
1 negative master
1 duplicate negative
2 positive service copies (1 for Center for Research Libraries - CRL).

PACKING I----------

14. Pack volumes in boxes with order slips in each box. Pack and label materials separately for the following categories:
1. Do not cut monographs and pamphlets;
2. May cut monographs and pamphlets;
3. Do not cut serials;
4. May cut serials;
5. Books that need Copyflo copies made.

Take boxes to Shipping for Micrographic Systems of Connecticut (MSC), who will film the materials according to RLG specifications.

HARD COPIES I----------

15. Place orders for reprints where specified. Catalog when received and dispose of original volume.

PACKING II----------

16. Unpack filmed volumes with film copies. (Books designated as "keep", but which return from microfilming in poor conditon, should be seen again by the bibliographer.) Process invoices.

17. Enter materials by storage number (SN) equivalent on log.

18. Assign SL numbers to master and duplicate negatives and one positive.

INSPECTION----------

19. Inspect 10% of the reels (at least 1 in each batch) for page-by-page completeness and bibliographic accuracy. If any error is found, return the entire batch to MCS (ignore duplicated pages; a missing page is a major error).

20. Return errors or ILL-completed reels for correction.

CATALOGING II----------

21. Update the RLIN/Orbis record with film number (SN equivalent) and erase the Queue Date line.

PACKING III----------

22. Check labels for accuracy. Pack up reels with temps and send off:
Master negative to Mudd Central Storage (N & NS — negative and negative serial)
Duplicate negative to Mudd Central Storage (ND & NSD — negative duplicate and negative serial duplicate)
Positive service copy to Microtext Reading Room (B & S — book and serial)
Positive service copy to Center for Research Libraries (no temps but include the RLIN storage and identification number)

23. Mark reels as finished on the log for NEH records.

HARD COPIES II----------

24. For Copyflos, place the call number of the original (non-standard coding: 9614; REP; 533: for Copyflo; 260: for original) on the back of the title page in pencil. Have Copyflo copies bound and labeled through Preparations.

VOLUME DISPOSAL----------

25. Process the volumes according to the bibliographer's decision:
    a. Repl. RQ. shelf with duplicate of worksheet for reprints;
    b. Repair shelf in special NEH area with duplicate of worksheet;
    c. Transfer with duplicate of worksheet;
    d. Discard with duplicate of worksheet;
    e. Reshelve books to be kept.

CIRCULATION II----------

26. Discharge or change location records in Geac/Orbis as necessary.

Assumptions:

1. A worksheet is retained in a main entry file for all target volumes processed in the Project.

2. Storage numbers starting with 1500 are used by MSC for this project.

3. Preservation will ask for a large batch of SL N and NS numbers so that assignment can be made in Room 40.

4. The Project staff carry out ALL the processing and cataloging for the reprints and Copyflo copies ordered.

5. The Project staff carry out ALL processes connected with any part of these routines and will be closely connected to Cataloging for quality control of all records. There will be a formal liaison, probably through the Recon Management Team of the Database Management Department. We must follow all policies in use in Yale's central cataloging system.

SEARCHING PROCEDURES

UNIVERSITY OF CHICAGO LIBRARY
PRESERVATION DEPARTMENT

Selector Review Process

The Preservation Department staff will assemble bibliographic information and information about condition to support the preservation review process.

1) Bibliographic Searching: For item verification, searchers will provide:

.a copy of the shelflist and general catalog record for each item to be reviewed (Catalogs in Regenstein will be used whenever possible)
.copies of catalog records for other editions in the Library system
.a circulation record for the item listing other copies in LDMS

2) Condition Report: Searchers will go to the shelf and provide a brief condition report for other copies and editions as listed above. Items charged out to patrons will be omitted.

3) Replacement Searching: Staff will search:

.the bibliographic utilities (OCLC and RLIN) for replacements
.replacement catalogs (reprint first, then microform catalogs) for available replacements
.for the exact edition and other editions and provide reports on availability

Searching Tools: The following standard set of replacement tools will be searched for all titles:

. Bibliographic Utilities: OCLC, RLIN

. Reprint Sources: BIP, Foreign BIP, GTR,

. Microform Sources: NRMM, GMIP, NYPL Microform Register

Other catalogs may be added as appropriate for specific languages and subject areas.

UNIVERSITY OF MICHIGAN LIBRARIES

LIST OF SOURCES FOR SEARCHING

TITLE	LOCATION	ABBR. OF TITLE
Books in Print	Reference	BIP
Books in Print Supplement	Reference	BIP Suppl.
Books in Series	Room 7	BIS
British Books in Print (fiche)	Reference	BBIP
Center for Research Libraries (fiche)	Room 7	CRL
Forthcoming Books in Print	Reference	Forthcoming
Guide to Microforms in Print	Room 7	GMIP
Guide to Reprints	Reference	GTR
International Books in Print	Room 7	IBIP
Microform Reading Room Catalog	MRR	MRR
Nat'l Register of Microform Masters	Room 7	NRMM
National Union Catalog	Reference	NUC
New Series Titles	Reference	NST
New York Public Library	Room 7	NYPL
Newspapers in Microform	Reference	NIM
Out-of-Print Books (fiche)	Room 7	OPBC
RLIN data base	Room 1; Serials	RLIN
Serials in Microform	Room 7	SIM

Additional sources for foreign imprints in Room 7:

Catalogo dei Libri in Commercio (Italian)

Les Livres Disponsibles (French)

Verzeichnis Lieferbarer Buch (German)

SEARCHING PROCEDURES FOR BRITTLE BOOKS

I. Fill out the search slip with the author or editor's name, title, publisher, place and date of publication, bar code, call number and copy number. Copy numbers can be found in three places in this order of preference 1) verso of title page, 2) spine, 3) lower right-hand corner of inside of back cover. Also record any special information such as translator, series name, etc.

II. Determine what other editions the library owns.

A. Search Bobcat and/or the public catalog and the shelf list as appropriate (see flow chart). If there are other editions copy their call numbers in the "other editions" columns. If more than two other editions are owned make a note such as "many other editions in pc". Make notes as necessary to show if the editions are earlier or later and/or how they differ from the book in hand, i.e. 3rd edition, Latin edition, different translator, special forward, etc. Also make note of locations other than Bobst. Record the number of copies owned.

When searching the shelf list record the copy information found there exactly as it appears, e.g. c 1, c 2, c 1H, not 3 copies.

If the book is part of a multi-volume set, record this information for all volumes.

B. Search the stacks if all copies owned are not in hand (see flow chart).

1. If no copies are on the shelf record NOS.

2. If copies are located:

a. examine them in order to determine their condition and their circulation history;

b. pull any books that are so deteriorated that they cannot be used; books in this category would not have brittle paper alone but would also have loose or missing pages, detached covers, etc.

c. pull any books that can be weeded because of low use but leave at least one copy of the title on the shelf;

d. copy the bar codes and copy numbers of any books remaining on the shelf; if there are duplicate copy number or a copy with no copy number and a copy marked c.1, bring them to Catalog Maintenance; if a copy is found on the shelf without a zebra label, assign one and record the bar code number and the copy number on the search slip; do this step for the book in hand only, not for other editions;

e. if a sufficient number of copies are on the shelf put all books now in hand on the discard truck; the search is now completed for this title;

f. if replacement or reformatting is indicated record circulation history of the books remaining on the shelf and go on to the next step;

NOTE: If a large set of books is in bad condition, bring down a couple of volumes representative of the set's condition and make a note on the search slip that the selector should consider the entire set when making a decision. Any book taken from the stacks must be checked into a search and review patron on circ.

C. Search the circulation system for any copies that have not already been accounted for (i.e. in hand or on shelf). Record any information (for book in hand only, not for other editions) found in circ in the following format:

Location	Bar Code	Local Cy No.	Status	LAD
	000791890	0	IL	81-08-09
	011723491	3	Due	86-06-09
	010934214	0	RET	86-01-04
BRESRV	009324115	1	IL	84-10-01
	008423666	0	SR1	82-05-09
	000047652	2	Due	99-12-31*

*Copies with a due date of 99-12-31 are checked out to brittle books or search and review. Retrieve those copies and search all copies together.

III. Search for replacements.

A. Search the following in print tools as appropriate:

1. For monographs search these tools in the order given:

a. U.S. Books in Print or foreign BIP

b. Guide to Reprints

c. Books On Demand

d. Guide to Microforms In Print

2. For serials search:

a. Serials In Microform

b. Guide to Reprints

c. Guide to Microforms in Print

3. Record publisher, price, edition, LC or ISBN number, date and series, if any, etc.

4. Note sources searched unsuccessfully, e.g. BIP - 0.

B. If a replacement is found that costs less than $40.00 and is the same edition as the book in hand, assign a fund code with the suffix D, copy erase (do copy delete if there are outstanding transactions on the record) the bar code from the circulation system and send the order with the book to Catalog Maintenance. Record the date, price and fund code on the statistics sheet.

IV. Distribute books requiring a replacement decision to the subject specialists for decisions. The books will be returned to Collection Management after the selectors have reviewed them.

A. Those marked withdraw or replace should be distributed to the discard or Catalog Maintenance trucks as appropriate. All books to be discarded will be copy erased from the circulation system before being sent to Acquisitions or Cataloging.

B. Those books marked retain should be given to the Preservation Librarian and will be replaced, discarded, sent back to the bindery for treatment or considered for microfilming.

V. Brittle books to be replaced

A. Replacement order slips: Collection Management will generate replacement order slips and pass them along to Acquisitions. Collection Management will indicate the following replacement categories on the slip and Acquisitions will enter the information in the catalog note field in the RLIN bibliographic record:

1. Order is to be cancelled and item is to be withdrawn if a replacement cannot be found (CTNT = Repl/disc: <call number>); or,

2. Order is to be returned to Collection Management if a replacement cannot be found (CTNT = Repl/disc/retain: <call number>). NOTE: This option will be chosen when we wish to preserve the original on film.

B. In both of the above cases, Collection Management will charge books out to a Replacement patron, with a 12/31/99 due date, and shelve books in a separate section of the third floor brittle

books area. These books will be held in this area until notification of the final replacement status of each title.

C. When a replacement order cannot be found the title will fall into one of the following two categories (also listed above):

1. Replacement not found/withdraw original (CTNT = Repl/disc: <call number>) Acquisitions will send to Catalog Maintenance a printout of the PARtial screen of the RLIN record with a note (CPST = CAN) indicating that a replacement is not available. Catalog Maintenance will retrieve the item from the third floor storage area, discharge the item from circulation and discard it from the collection.

2. Replacement not found/retain original (CTNT = Repl/disc/retain <call number>): Acquisitions will send to Collection Management a printout of the PARtial screen of the RLIN record with a note indicating that a replacement is not available. The item must be sent to Catalog Maintenance if Collection Management decides to withdraw it.

D. When a replacement order is filled (CTNT = Repl/disc or Repl/disc/retain <call number>) Acquisitions will send to Catalog Maintenance the item received and a printout of the PARtial screen of the RLIN record. Catalog Maintenance will retrieve the item from the third floor storage area, discard the item from circulation and discard it from the collection. The new item will be added to the collection as an "add" or "new title" as appropriate.

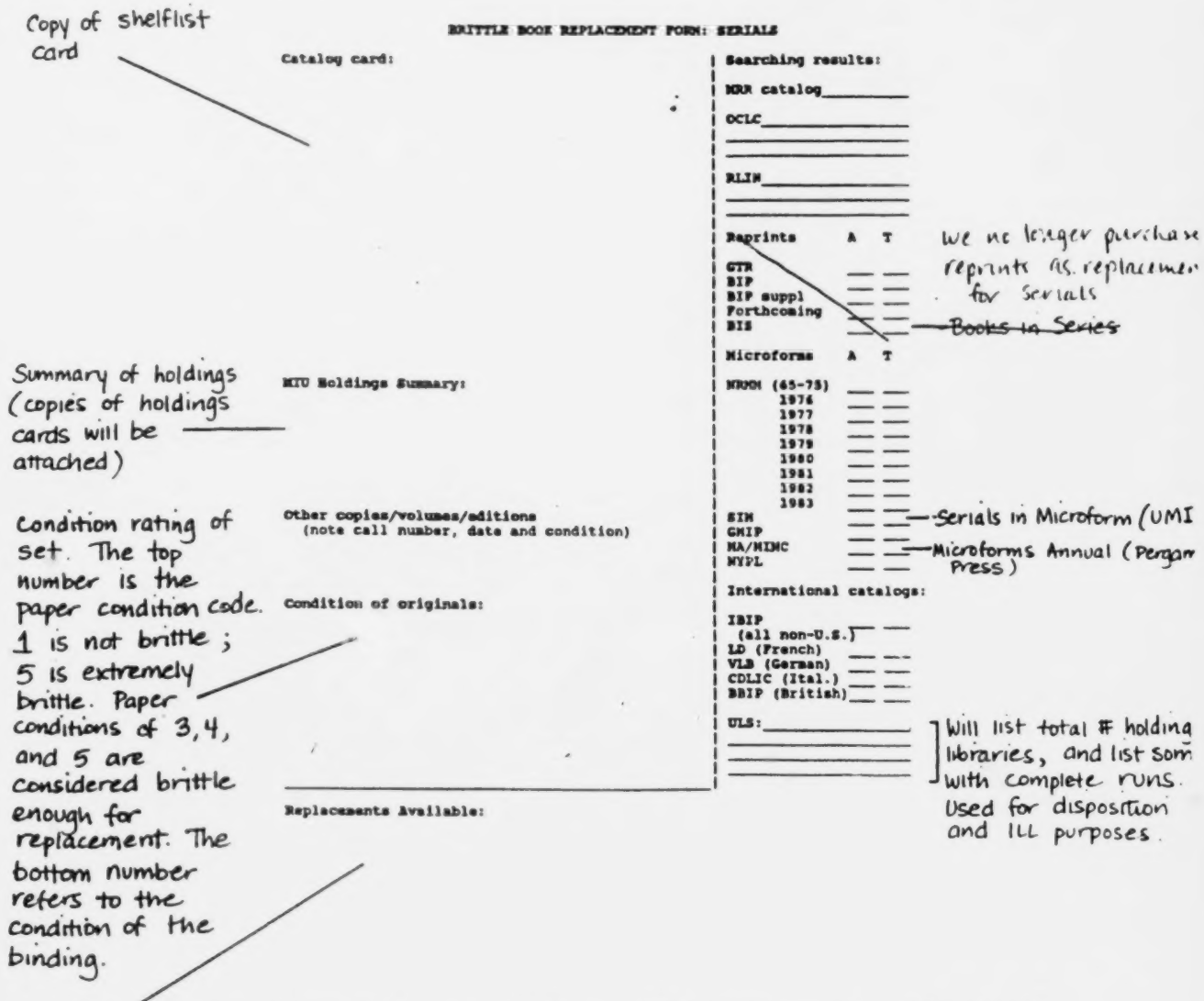
revised 6/88
col093

SEARCHING FORMS

UNIVERSITY OF MICHIGAN LIBRARIES

ANATOMY OF A SEARCH FORM

SERIAL
FRONT

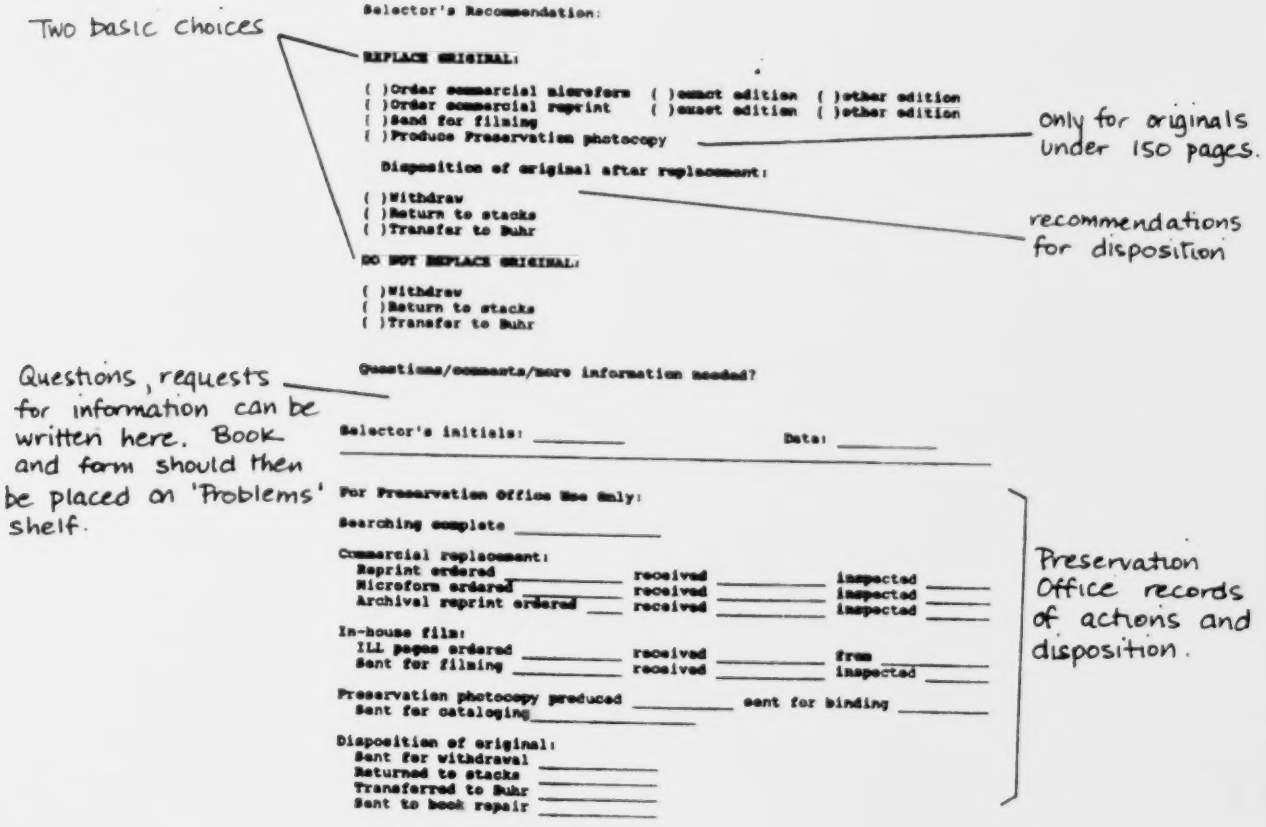


Same as on monograph search form. If summary in red states "partial film", "partial reprint" or "partial film owned by library" then all brittle vols. in our collection are not available in replacement. We can purchase partial replacements and film remaining brittle volumes.

ANATOMY OF A SEARCH FORM

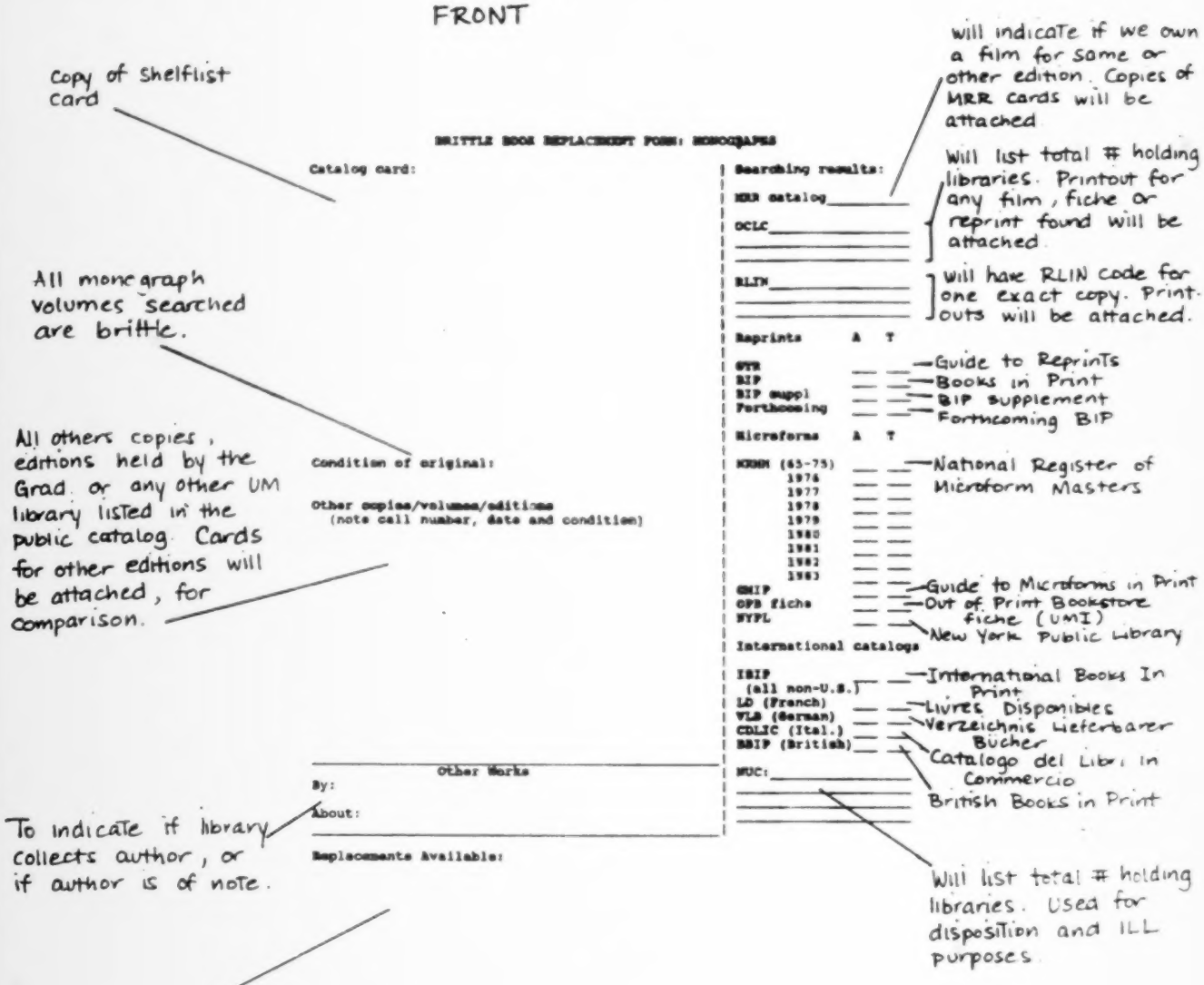
BACK

(SAME FOR MONOGRAPH & SERIAL)


Two basic choices
Selector's Recommendation:
REPLACE ORIGINAL:
( )Order commercial microform ( )exact edition ( )other edition
( )Order commercial reprint ( )exact edition ( )other edition
( )Send for filming
( )Produce Preservation photocopy
only for originals under 150 pages.
Disposition of original after replacement:
( )Withdraw
( )Return to stacks
( )Transfer to Buhr
recommendations for disposition
DO NOT REPLACE ORIGINAL:
( )Withdraw
( )Return to stacks
( )Transfer to Buhr
Questions, requests for information can be written here. Book and form should then be placed on 'Problems' shelf.
Questions/comments/more information needed?
Selector's initials: _____ Date: _____
For Preservation Office Use Only:
Searching complete _____
Commercial replacement:
Reprint ordered _____ received _____ inspected _____
Microform ordered _____ received _____ inspected _____
Archival reprint ordered ___ received _____ inspected _____
In-house film:
ILL pages ordered _____ received _____ from _____
Sent for filming _____ received _____ inspected _____
Preservation photocopy produced _____ sent for binding _____
Sent for cataloging _____
Disposition of original:
Sent for withdrawal _____
Returned to stacks _____
Transferred to Buhr _____
Sent to book repair _____
Preservation Office records of actions and disposition.

ANATOMY OF A SEARCH FORM

MONOGRAPH
FRONT

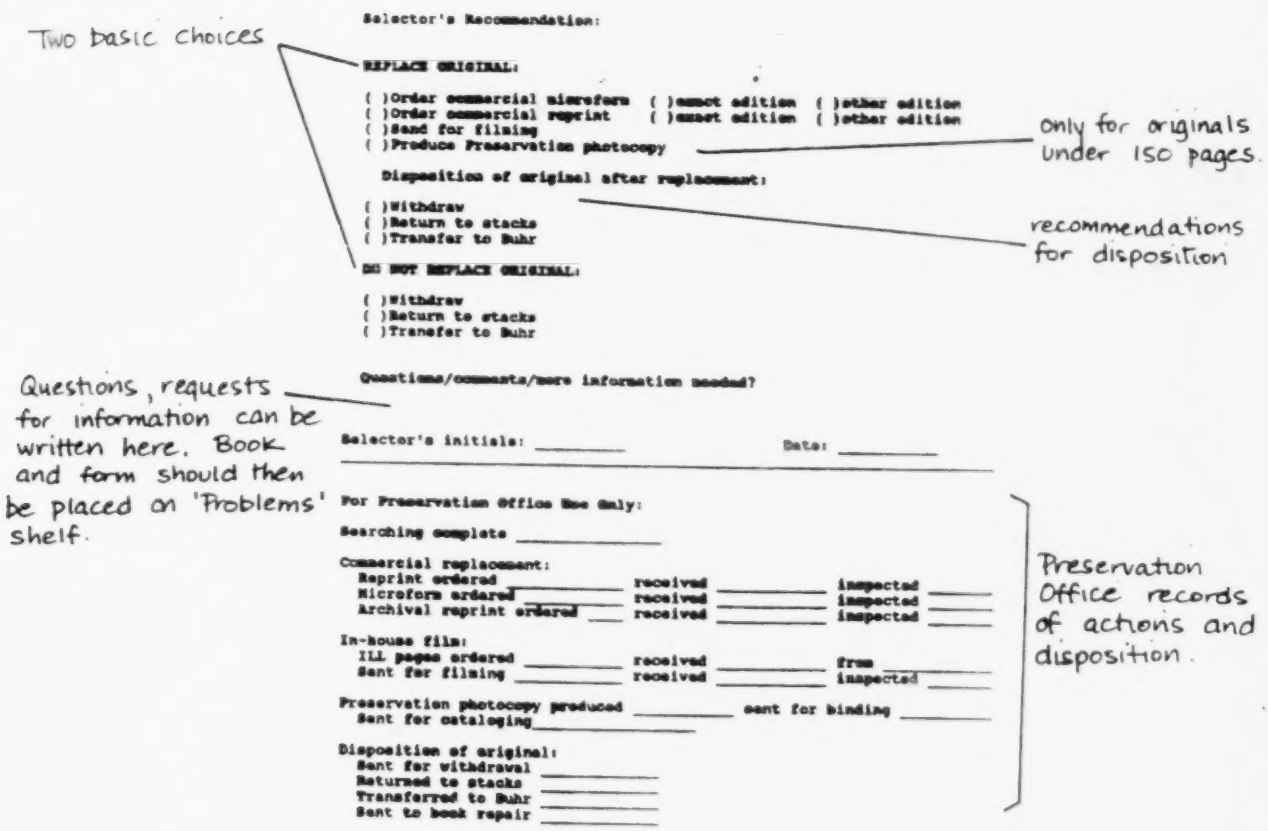


Will list all replacements found in sources on right. Number next to source will correspond to number next to replacement. Summary of replacements available will be written in red in this section (e.g.; exact film, exact reprint, library owns film, ∅, etc.) Items that are not clearly replacements, having ambiguous information, or available from publishers of dubious quality or reputation, will not be included in this summary.

ANATOMY OF A SEARCH FORM

BACK

(SAME FOR MONOGRAPH & SERIAL)


Two basic choices
Selector's Recommendation:
REPLACE ORIGINAL:
( )Order commercial microform ( )exact edition ( )other edition
( )Order commercial reprint ( )exact edition ( )other edition
( )Send for filming
( )Produce Preservation photocopy
only for originals under 150 pages.
Disposition of original after replacement:
( )Withdraw
( )Return to stacks
( )Transfer to Buhr
recommendations for disposition
DO NOT REPLACE ORIGINAL:
( )Withdraw
( )Return to stacks
( )Transfer to Buhr
Questions, requests for information can be written here. Book and form should then be placed on 'Problems' shelf.
Questions/comments/more information needed?
Selector's initials: _____ Date: _____
For Preservation Office Use Only:
Searching complete _____
Commercial replacement:
Reprint ordered _____ received _____ inspected _____
Microform ordered _____ received _____ inspected _____
Archival reprint ordered ___ received _____ inspected _____
In-house film:
ILL pages ordered _____ received _____ from _____
Sent for filming _____ received _____ inspected _____
Preservation photocopy produced _____ sent for binding _____
Sent for cataloging _____
Disposition of original:
Sent for withdrawal _____
Returned to stacks _____
Transferred to Buhr _____
Sent to book repair _____
Preservation Office records of actions and disposition.

YALE UNIVERSITY LIBRARIES

[NOTE: Search form is a half-sheet, double-sided]

DATE

BIP__ __BIP__ GIR__ OPB__ GIM__

RLIN__ NNf__ SIM__ MA__ NIM__

NRMM 75 76 77 78 79 80 81 82 83

NUCf 83 84 85 86 87 OTHER__

SELECTOR/DATE	Keep To Pres. Discard Reject	EDITIONS	Only c. CtY	Others	Works
DECISION/DATE					
DONE/DATE					

WORKS/DATA

FILMER:	STORAGE #
COSTS:MASTER	EXPOSURES
COSTS:DUPS	DENSITY
TOTAL	RRATIO
NO. VOLS.	C/D RLIN ID#1
NO. REELS	C/D RLIN ID#2
	CDATE
	C/D CALL# POS
	CALL# NEG
	CALL# NEED

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UNIVERSITY OF FLORIDA LIBRARIES

BRITTLE BOOK WORKSHEET

Is this item Rush/Priority? Yes No

BIBLIOGRAPHIC INFORMATION

Location/Holding Library: _____ Language: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Multi-Volume Set? Yes No (If YES, attach MULTI-VOLUME FORM)

Author (1XX): _____
Title (245): _____
Place of Pub.(260 $a): _____
Publisher (260 $b): _____
Date of Pub. (260 $c): _____ Edition (250): _____
Subject (65X $a): _____

Double Fold Test (Single Vol. Monographs ONLY): 0 1 2 3 4 5
Other Damage: _____
_____

INSTITUTIONAL HOLDINGS : This Edition, Other Copies

1 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

2 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

ATTACH ADDITIONAL SHEET IF NECESSARY.

INSTITUTIONAL HOLDINGS: Other Editions.

1 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

2 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

ATTACH ADDITIONAL SHEET IF NECESSARY.

BIBLIOGRAPHIC AVAILABILITY

__ Duplicate Original Available
Place of Pub.: _____ Publisher: _____
Date of Pub.: _____ Edition: _____
ISBN/ISSN: _____ List Price: _____
Source: _____

__ Reprint Available (pH: __ ANSI __ Unknown)
Place of Pub.: _____ Publisher: _____
Date of Pub.: _____ Edition: _____
ISBN/ISSN: _____ List Price: _____
Source: BIP GtR Other: _____

__ Microform Available
Technical Information (007 field):
MMD: b c d e f RR: a b c v u
POL: a b m u EML: a b c m u
DM: a f l m u GEN: a b c m u
Place of Reproduction/Publication (533 $b): _____
Publisher/Reproducing Agency (533 $c): _____
Date of Reproduction (533 $d): _____
Source: GtMiP NRMM(yr: _____) RLIN(# _____)
UMI Other: _____

__ Not available in any form

DISPOSITION/DECISION

Bibliographer/Selector (Name): _____

Please describe the value of this item to the collections in terms of retention.
____ Permanent Retention
____ Long Term Retention (More than 5 years)
____ Short Term Retention (Less than 5 years)

Please record your decision for each in of the following.

1) ____ Retain Original ____ Withdraw Original

2) ____ Retain Illustrations/Plates ____ Discard Illus./Plates

3) ____ Purchase Duplicate ____ Purchase Reprint
____ Purchase Microfilm ____ Purchase Microfiche
____ Microfilm 35mm ____ Microfiche
____ Preservation Photocopy

_____ _____
Bibliographer/Selector Signature Date

RETURN THIS FORM TO THE BRITTLE BOOKS PROGRAM IN THE PRESERVATION OFFICE.

BRITTLE BOOKS WORKSHEET
ADDITIONAL COPIES ATTACHMENT

INSTITUTIONAL HOLDINGS : This Edition, Other Copies

3 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

4 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

5 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

6 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

7 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

8 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

9 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

10 Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

BRITTLE BOOKS WORKSHEET
ADDITIONAL EDITIONS ATTACHMENT

INSTITUTIONAL HOLDINGS: Other Editions.

3 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

4 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

5 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

6 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

7 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

8 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

9 Edition No./Date: _____
Location/Holding Library: _____
NOTIS No.: _____ Item Record No.: _____
Call No.: _____ Copy No.: _____
Double Fold Test: 0 1 2 3 4 5 NB Reprint: Y N
Other Damage: _____ Missing: Y N

BRITTLE BOOK WORKSHEET
Multi-Volume Form.

Instructions: This form is to be used in conjunction with the principle Brittle Books Worksheet. Attach this form to the Worksheet.

Location/Holding Library: _____.

Call No.: _____.

Author: _____.

Title: _____.

Volume	Part/Year	Copy	DFT

Volume	Part/Year	Copy	DFT

p/bl.3-1988

University of Colorado Libraries
Boulder, Colorado 80309-0184

PERF DATE_____

EVALUATIONS BY:

____REFERENCE
____SCIENCE
____ART & ARCH
____OTHER

ROUTE TO:

_____CAMP
_____CIRCULATION
_____ACQUISITIONS
_____OTHER

CALL NUMBER

SHELF LIST:

UNIQUE COPY_____
MULTIPLE COPIES
(see HOLDINGS)_____
OTHER EDITIONS:
NO.____DATE_____
or EDN._____

HOLDING

COPY LOCATION	F	NF		F	NF
1.			9.		
2.			10.		
3.			11.		
4.			12.		
5.			13.		
6.			14.		
7.			15.		
8.			16.		

DISPOSITION RECOMMENDED BY_____

DISPOSITION ROUTE

_____KEEP AS IS--TO CIRC.--TO SHELF
_____PRESERVE--TO CAMP
(REPAIR AS NECESSARY)
_____CANCEL---TO CIRC. THEN TO CAT.
_____REPLACE MISSING PAGES--TO ACQ. W/PR
(MAX OF FOUR CONSECUTIVE
LEAVE)
_____IN HOUSE PHOTOCOPY --TO ACQ. W/PR

REORDER: (MUST BE USED TOGETHER WITH DISPOSITION MARKED ABOVE)

HARDBACK_____ REPRINT_____
PAPERBACK_____ MICROFORM_____

OTHER COMMENTS:
SPECIAL INSTRUCTIONS TO CAMP OR REFERENCE

EMORY UNIVERSITY LIBRARY

Date initiated _____
Searcher _____

RLG Great Collections
Cooperative Preservation Microfilming Project
SEARCH FORM

Call no _____

Author: _____

Title: _____

_____

Publisher: _____ Pubn date: _____ PP: _____ illus. _____

Other eds held: _____

❑ OCLC searched ❑ RLIN searched ❑ DOBIS searched ❑ NUC searched
❑ OCLC print-out & ❑ RLIN print-out & ❑ DOBIS print-out
❑ holdings attached ❑ holdings attached attached

A. PRESERVATION REPLACEMENT SEARCH [enter ✔ if source has been searched, but nothing found; if found, enter #1 (etc.) to correspond with Section B]

SOURCES:

❑ UMI _____ ❑ GMP _____

❑ BIP _____ ❑ GTR _____

❑ NYPL _____ ❑ ATLA compl. ❑ ATLA proj. } Lists of titles filmed, or to be filmed, as part of ATLA microfiche project

❑ NRMM 65-75 ❑ NRMM 79
❑ NRMM 76 ❑ NRMM 80
❑ NRMM 77 ❑ NRMM 81
❑ NRMM 78 ❑ NRMM 82

B. COMMERCIAL REPLACEMENT SOURCES

1. Pubr/Source: _____ Hard copy: _____
_____ M'film: _____
Edition (if variant): _____ M'fiche: _____
ISBN: _____ LC#: _____ ❑ OCLC ❑ RLIN
COST: _____

2. Pubr/Source: _____ Hard copy: _____
_____ M'film: _____
Edition (if variant): _____ M'fiche: _____
ISBN: _____ LC#: _____ ❑ OCLC ❑ RLIN
COST: _____

3. Pubr/Source: _____ Hard copy: _____
_____ M'film: _____
Edition (if variant): _____ M'fiche: _____
ISBN: _____ LC#: _____ ❑ OCLC ❑ RLIN
COST: _____

❑ see attached sheet for additional sources

C. DISPOSITION: Selector Decision

❑ Order from SOURCE # _____ above.

❑ No commercially available replacement:
❍ produce pres ph'copy
❍ contract for pres m'film

❑ Withdraw; do not replace

[NOTE: Search form is a half-sheet, double-sided]

UNIVERSITY OF ARIZONA LIBRARIES

DAMAGED MATERIALS

Call no._____
_____
_____
_____
_____

[] High Use
[] Low Use

EVALUATION	DECISION
[] Brittle paper cannot be bound	[] Keep as is [] Withdraw - do not replace [] Withdraw - replace with new copy/edition [] Add additional copy/ edition [] Phase box and return to stacks [] Microfilm and discard original [] Photocopy inhouse and discard original [] Archival replacement, copy commercially and discard original
[] Missing pages (mutilated)	[] Bind as is [] Keep as is [] Replace pages & repair [] Replace pages & bind [] Withdraw - do not replace [] Withdraw - replace wit new copy/edition [] Add additional copy/ edition [] Other
[] Defaced [] Narrow margins [] Missing contents [] Stained [] Other	[] Repair [] Bind [] Special Treatment [] Semi-Restoration [] Envelope [] Phase box [] Mag-a-file [] Locate in Spec. Coll. [] Other

SEARCH NOTES

Repl: Search notes - Sources checked:
[] BIP and Foreign equivalent
[] Guide to reprints
[] Micro-forms
[] RLG Micro-master
[] OCLC Micro-master
[] LC Micro-master (defunct)

Withdrawal requested by:_____Date_____
Authorized by:_____
Acq/Serials Librarian

Other Comments:_____
_____
_____
_____
_____
_____

UNIVERSITY OF CALIFORNIA LIBRARY, RIVERSIDE

DAMAGED/WITHDRAWN MATERIALS

Call no._____

_____

_____

_____

Z83 1210 00_____

EVALUATION

_____(init./date

[] Brittle paper. Cannot be bound or repaired.
[] Missing pages (mutilated)
[] Defaced/Stained
[] Narrow margins
[] Other

CDD DECISION

[] Keep as is _____CLSI
[] Replace pages
_____CLSI_____ACQ_____PROC_____CLSI
[] Withdraw - do not replace
_____w/d from CLSI_____BRU
[] Withdraw - replace with new copy/edition
_____w/d from CLSI_____ACQ_____BRU
[]Replace with reprint of exact edition or microfilm. Withdraw/keep original.
_____w/d-keep from CLSI____Pres____ACQ____BRU
[] Microfilm and discard/keep original
_____w/d-keep from CLSI_____Pres_____BRU
[] Copy in-house and discard/keep original
_____w/d-keep from CLSI_____Pres____BRU
[] LBS Archival copy discard/keep original
_____w/d-keep from CLSI_____ACQ_____BRU
[] Microfilm AND photocopy - discard original
_____w/d from CLSI_____Pres_____ACQ_____BRU
[] Bind _____PROC

_____Fund

_____No. of volumes withdrawn

withdrawal requested by:_____Date_____

Other Comments:_____

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SEARCH NOTES FOR REPLACEMENT/MICROFILMING

[] PCC

[] MELVYL

[] OCLC

[] BIP and Foreign equivalent

[] Guide to reprints

[] Guide to microforms in print

[] Out of print Bookstore catalog

[] RLIN

[] Other (list)

SERIALS ONLY:

[] UCR Serials List

[] CALLS

[] Serials in Microform (UMI)

[] National Register of Microform Masters

[] NUC 1983 -

5/87

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Princeton University - Binding and Preservation Services

DATE:

PRESERVATION SEARCHING FORM

CALL NUMBER:

AUTHOR:

TITLE

DATE: EDITION:

CONDITION OF OTHER VOLUMES(SETS/SERIALS)

CONDITION OF OTHER COPIES

DECISIONS AND FORMAT ALTERNATIVES

Photoservices
- Film
- Fiche
- Photocopy

Order Division
- Replace

Original
- Return to Stacks
- Minor repair
- Withdraw
- Discard
- Enclosure
- Annex____A____B
- Rare Books
- Archives

Selector's signature:

Date:

Public Cataloque

Shelflist/Serials Record Cataloque

RLIN / Geac

Books in Print
Authors/Titles Vol. P.

British French German
Books in Print
Vol. P.

Guide to Reprints P.

Books on Demand P.

Guide to Microforms in Print
Vol P.

UMI Cataloque/Microforms International
P.

National Register of Microform Masters
Year Vol. P.

NUC
Year Vol. P.

PRINCETON UNIVERSITY LIBRARY

PHOTOREPRODUCTION/ PRESERVATION DECISION FORM

Selector_____ Date_____

Initiator_____ Fund_____

Call/order no _____

Author_____

Title_____

ACTION REQUESTED

Make _____ film _____ neg film _____ pos film _____ bind
_____ fiche _____ neg fiche _____ pos fiche _____ photocopy

REASON FOR REQUEST

_____ Preservation replacement
_____ Fewer than 5 copies held in the U S
_____ Unique illustrations/plates
_____ Presentation/autographed copy
_____ Other (explain)

_____ Patron request
_____ ILS request

DISPOSITION

_____ Target _____ Collation _____ Pages Missing

Original
_____ withdraw
_____ discard
_____ keep in location
_____ annex
_____ other_____

_____ as is
_____ box
_____ wrapper
_____ envelope

Negative
_____ film
_____ fiche
_____ withdraw
_____ discard
_____ uncat for _____ (location)
_____ uncat for _____ (patron/purchaser)
_____ cat
_____ FILM P (Master Preservation Film)
_____ FILM M (Printing Master)
_____ FILM (Service Copy)
_____ _____ (other location service copy)

Positive
_____ film
_____ fiche
_____ withdraw
_____ discard
_____ uncat for _____ (location)
_____ uncat for _____ (patron/purchaser)
_____ cat
_____ FILM (service copy)
_____ _____ (other location service copy)

Photocopy
_____ bind & cat for _____(location)
_____ 1 side _____ 2 sides _____ acid free
_____ other _____

MICROFORM CHARACTERISTICS

Polarity: _____ Positive (a) _____ Negative (b)
_____ Unknown (u)
_____ Mixed (m)

Dimensions	_____	16 mm film (d)	_____
	_____	35 mm film (f)	_____
	_____	11x15 cm fiche (m)	_____
	_____	__x__ cm fiche	_____
	_____	number of reels/ sheets	_____
Reduction Ratio	_____	low - 16x (a)	_____
	_____	normal 16x-30x (b)	_____
	_____	high 21x-60x (c)	_____
	_____	very high 61x-90x (d)	_____
	_____	ultra high 90x (e)	_____
	_____	variable (v)	_____
	_____	unknown (u)	_____
Color	_____	monochrome (b)	_____
	_____	color (c)	_____
	_____	mixed (m)	_____
	_____	unknown (u)	_____
Emulsion	_____	silver halide (a)	_____
	_____	diazo (b)	_____
	_____	vesicular (c)	_____
	_____	unknown (u)	_____
Generation	_____	first (a)	_____
	_____	printing master (b)	_____
	_____	service copy/ local master (c)	_____
	_____	mixed (m)	_____
Base	_____	safety (a)	
	_____	other (b)	
	_____	unknown (u)	

Date filmed _____

Data supplied by _____ Photographic Services _____ Microforms Librarian

Call No.

CORNELL UNIVERSITY LIBRARIES

Selector_____

Date Initiated_____

REPLACEMENT DECISION FORM

Bibliographic record:

Other copies/editions/formats in CUL:

Condition & completeness of set/other copies

TREATMENT OPTIONS: (Please Check one of the following)

1)___Withdraw from Collection [Specify reason(s)]
   a. Out of Scope___ b. Incomplete Set___
   c. Other eds/copies in CUL___ d. Rely on ILL___
   e. Other_____
2)___Replace (options listed in order of priority, if change, pls. explain)
   a. Order Reprint___Other Edition___ (for monographs only)
   b. Order Commercial Microfilm___
   c. Microfilm, if serial or set ___
   d. Photocopy, if monograph __
   e. Other_____
3)___Phased Deterioration/Return to Shelf
   a. Not to Circulate___ and/or b. Protective Enclosure___

SEARCHING: ø=searched, not found; ✓=searched and found

Monographs	Serials
___RLIN___OCLC	___RLIN___OCLC
___Books in Print/BBIP/etc.	___Serials in Microform
___Guide to Reprints	___Guide to M. in Print
___Int'l BIP	___NRMM
___GMIP	___Other
___NRMM	Searcher's Initials_____

SEARCH RESULTS (Available from):

___reprint_____(Source) $____
___microfilm_____(Source) $____
___other edition_____(Source) $____

SELECTOR'S COMMENTS:_____

(Signature)_____ (Date)_____

If Replace, Fund Codes: FAS_____ NOTIS_____

Date Completed_____

D4/JR/CD 1-July-88 c:presfora

Davis Library
University of North Carolina-Chapel Hill

PRESERVATION REPLACEMENT:

MAIN ENTRY Call No.

LOCAL HOLDINGS

UNC-CH DUKE NCSU
(DO NOT SEARCH) ___ (DO NOT SEARCH)

Is this the last copy? _____ YES _____NO

REPLACEMENT SEARCH RESULTS:

HARD COPY	Au	Ti	MICROFORM:	Au	Ti	BIBL. UTIL.:	Au	Ti	RARITY/SCARCITY:
BIP			NRMM (65-75)						NUC pre-56 search:
			(1976)			OCLC			
BIP Suppl.			(1977)						more than 6 holding libraries?:
			(1978)						
Forthcoming			(1979)			RLIN online			☐ yes ☐ no
			(1980)						
BTR			(1981)						
			(1982)			Other:			if 5 or fewer,
BBIP			(1983)			(specify:			list locations:
other:									
			GOD						
			NUC fiche						
			NYPL fiche						
			GMIP						
			GMIP Suppl.						
0 = not listed									(Bibliographer's Review & Decision
✓ = listed/available			Other:						...see over)

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D4/JR/CD 1-July-88

BIBLIOGRAPHER'S REVIEW AND DECISION:

[ ] 1. Retrieve other UNC-CH copies or editions for review.

[ ] 2. Order commercial microform. ____ any edit. _____ edition only.

Order non-commercial microfilm ____any edition_____edition only

Order reprint ____any edition _____edition only

[ ] 3. Send for filming. (Fund: As designated by bibliographer)

Request lab to produce:

[ ] preservation master [ ] printing master [ ] positive

[ ] Copyflo (paper copy)

[ ] xerox on achival bond paper

[ ] 4. Do not replace. Instead,

____ provide enclosure, reshelve (return to Circulation)

____ rebind

____ transfer to Wilson

5. Disposition of original (for items being replaced)

____ withdraw from collection

____ provide enclosue, reshelve ____ binding may not be cut

____ send to _____ (RBC, etc.)

____ other _____

6. Selector's initials: _____ Date:_____

[ ] Order Card Generated date: _____

NATIONAL LIBRARY OF MEDICINE

REMAC SEARCH FORM

SEQUENCE: A24260000
CALL NUMBER: W1 AM454
TITLE: AMERICAN JOURNAL OF HOMOEOPATHIC MATERIA AND RECORD OF MEDICAL SCIENCE
BIB NOTES: ISSUES FOR 1867-79, CALLED ALSO THE JOURNAL OF HOMOEOPATHIC CLINICS. MERGED INTO THE HAHNEMANNIAN
FIRST/LAST: 1,SEP 1867-9,AUG 1876
FIRST ISSUE: 1867 1 1
LAST ISSUE: 1876 9 12

****

ON FILM--NLM:

S NUMBER:

****

FOLD TESTS:
FIRST: 1867 1 FOLDS: 01
SECOND: FOLDS:
THIRD: FOLDS:

GAPS:

YEAR	VOLUME	ISSUE	OTHER
1872	5	6	
1872	5	8	
1872	5	10	

****

FILM FOR NLM:
1-9
1867-1876

****

SEARCHES:
OCLC:

MICROFORMS IN PRINT:

SERIALS IN MICROFILM:

NATIONAL REGISTER OF MICROFILM MASTERS:

****

HOLDINGS COLLATED:
COMMERCIALLY AVAILABLE

APPROVED FOR FILMING

_____

(DRAFT)

UNIVERSITY OF CHICAGO LIBRARY
PRESERVATION DEPARTMENT
PRESERVATION DECISION FORM

PRESERVATION OPTIONS: (Complete for each title)

1) ___ **WITHDRAW** item, no treatment

2) ___ **REPLACE** with existing copy

___ paper copy: _____

_____

___ microform: _____

_____

3) ___ **REFORMAT** item

___ Preservation photocopy

___ Microfilm and positive service copy

4) ___ **RETAIN** original in phase box

DISPOSITION OF ORIGINAL ITEM:

___ Retain original item and return to the shelf

Indicate fund _____

Signature: _____ Date: _____

Comments:

UNIVERSITY OF CHICAGO LIBRARY
PRESERVATION DEPARTMENT
Preservation Decision Form
1988

Bibliographic Record:

(NOTE: This form is used for full replacement searching. Includes search for paper and microform copy, and inspection of related copies and editions.)

Name/Project : Pres Pilot Project Date:
Title Control # _____ Selector:

Search Report:

Copies/Editions Condition (paper/cover/textblock)

Bib Utilities: ____OCLC ____RLIN

Reprint Search: ____BIP ____Other:
____GTR

Microform Search:

____NRMM: 65-75,76,77,78,79,80,81,82
____Guide to Microf in Print, Supp.
____NYPL Microform Register

Available Format: ____Paper ____Microfilm ____Microfiche

____See Attached:

Action Recommended: Date:

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UNIVERSITY OF CHICAGO LIBRARY
PRESERVATION DEPARTMENT
Preservation Worksheet

MN#:

Bibliographic Record:

(NOTE: This form is used when searching for microform replacements only. Titles have been recommended for filming.)

Name/Project: Date:

Material Rec'd:

Order: __ Master Negative
__ Positive Service Copy
__ Extra Copy for Library
__ Copyflo

__ Discard Original
__ Retain Original

Search Report:

___ LDMS
___ Gen Cat
___ Shelflist
___ OCLC
___ RLIN

___ NRMM,65-75,76,77,78,79,80,81,82
___ Guide to Microf in Print, Supp.
___ NYPL Microform Register
___ Serials in Microform
___ Books on Demand
___ Newspapers in Microform

___ Microform Available:

Preparation:

Collation: __ Complete
__ Missing pp.

Borrowing:

Source:
Date Req:
Date Rec'd:

Production Data:

Date/To Photodup:
Date Completed:
Date/To Cataloging:

Exposures:
Ft. (Microfilm):
Ft. (Copyflo):

BIBLIOGRAPHER_____

PLEASE RETURN TO
PRESERVATION UNIT BY:

BIBLIOGRAPHIC RECORD

If you wanted a usable hard copy in the Rhees stacks and the original withdrawn you might fill in the treatment option form this way.

UNIVERSITY OF ROCHESTER LIBRARIES

TREATMENT OPTIONS:
(prioritize 1-5)

_____ WITHDRAW

_____ BUILD PROTECTIVE ENCLOSURE

1 REPLACE IF UNDER $75 AND CHARGE TO FUND Anthropology
(prioritize replacement options A-C)

- A ORDER REPRINT
- ___ ORDER EXISTING MICROFORM
- B ORDER LATER EDITION

If your first choices are from these replacement options, it will be necessary to choose one other option from among the four remaining in case a replacement is not available.

Replacement costs will be charged 100% to new book funds

2 HAVE PHOTOCOPIED
($65 for a 300 page book)

_____ HAVE FILMED
($40 for a 300 page book)

Reformatting costs will, in general, be evenly split between preservation funds and new book funds.

IF CHOOSING TO REPLACE OR REFORMAT,
ALSO CHECK ONE OF THE FOLLOWING:

_____ RETAIN ORIGINAL AFTER REPLACING/REFORMATTING

X WITHDRAW ORIGINAL AFTER REPLACING/REFORMATTING

COMMENTS:

Bibliographer initial to
authorize fund expenditure_____

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COLLECTION DECISION RECORD
PRESERVATION SERVICES SECTION

UNIVERSITY OF CALIFORNIA LIBRARY, DAVIS

TO _____

DATE _____

Shelf list card

PLEASE RETURN TO:
CHARLOTTE PAYNE
CONSERVATION/PRESERVATION

DECISION BY _____

DATE RETURNED _____

FURTHER ACTION _____

HOLDINGS

U.C.DAVIS

OTHER LIBRARIES

NUC _____ MELVYL _____

_____ RLIN _____

PHYSICAL CONDITION

PRESERVATION OPTIONS

AVAILABILITY

BIP _____

MIP _____

GD REPR _____

_____

DECISIONS:

____RETAIN AS IS
____WITHDRAW/DISCARD
____REPAIR/REBIND
____Phase box

____REPLACE WITH:
____same edition
____any edition
____photocopy
____microcopy

____ADD COPY:
____same edition
____any edition
____photocopy
____microcopy

____TRANSFER TO:
____PROT COLL
____SPEC COLL
____NRLF

MICROFILMING

PHOTOCOPYING

NATIONAL LIBRARY OF MEDICINE PRESERVATION SECTION

MICROFILMING PROJECT SEQUENCE

SERIALS:

I. Identification
   - A. Produce lists of titles to survey may be by date, by indexing, by country, etc.
   - B. Record fold tests and gaps
   - C. Review lists of brittle titles
   - D. Missing volumes borrowed from other libraries
   - E. Contractor searches to determine if microfilmed already

II. Processing
   - A. Pull volumes from shelf
   - B. Perform Collation and Produce Targets
   - C. Microfilm and Process film
   - D. Label Reels
   - E. Quality control and inspection

III. Creating a Permanent Record

MONOGRAPHS:

I. Identification
   - A. Produce lists
   - B. Record Fold test in ITEMFILE
   - C. Review lists of brittle titles and enter queuing data into ITEMFILE
   - D. Contractor searches to determine if microfilmed already

II. Processing
   - A. Pull volumes from shelf
   - B. Perform Collation and Produce Targets
   - C. Microfilm and Process Film
   - D. Label Reels
   - E. Quality control and inspection

III. Creating a Permanent Record

MICROFILM PROCEDURES

I. MICROFILM SEARCHING

Once a selector has decided to retain a title, the preservation librarian may set it aside for microfilm searching. The search will ascertain whether a microfilm copy of the publication is already available. If one is identified, the bibliographer, in conjunction with the preservation librarian, may decide to purchase it as a replacement, or simply to with draw the title from the library, with the assurance that a preservation copy exists elsewhere. If no film is available, we may decide to microfilm the title ourselves.

You may find it helpful to verify the bibliographic information before searching, to identify all of the proper forms of entry. For example, a monograph may have been filmed as part of a series, but not cataloged separately; both entries should be checked. For verification, you may photocopy the shelflist card (a copy will be needed for a microfilming target) or search RLIN first and correct the bibliographic information on the search slip.

For all titles, search the following sources:

1. RLIN: Research Libraries Information Network.
(Collection Management Office Terminal)
On-line bibliographic database of the holdings of member libraries of the Research Libraries Group. Separate files for books, serials, manuscripts, music scores, etc. Special fields give information on microform holdings.

2. Guide to Microforms in Print.
(Ref. Z1033.M5G8, BIP carrel)
Annual cumulation of books, journals, newspapers, government publications, archival materials and other collections currently available from micropublishers throughout the world.

3. National Register of Microform Masters. 1965-1983
(Ref. Z1033.M5N3)
Lists master microforms available from a library or micropublisher. Includes foreign and U.S. books, pamphlets, serials, foreign doctoral dissertations. After 1983 or 1984 volume, records are incorporated into the National Union Catalog (NUC) or New Serial Titles (NST).

For monographs only, search:

4. NYPL Register of Microform Masters: Monographs. Up to March 1983
(Ref. microfiche carrel)
Contains shelf list cards for all monographs filmed by the New

York Public Library from the 1930's to early 1983. Some sequences of entries are not in proper order.

5. National Union Catalog. 1984-
(Ref. microfiche carrel)
Author and title entries for all monographs cataloged by reporting libraries. Microfilm records are incorporated with records for books. Search annual cumulations only.

For serials only, search:

6. Serials in Microform.
(Collection Management Office, Ref. BIP carrel)
Lists more than 12,000 periodicals, journals, newspapers, and other serial titles available from University Microfilms, Inc.

7. New Serial Titles. 1984-
Entries arranged by title for serials cataloged by reporting libraries. Search annual cumulations only.

8. Newspapers in Microform. 1948/1972- (when appropriate)
(behind Reference counter)
Lists approximately 40,000 newspapers titles held by U.S. and foreign libraries and commercial publishers. U.S. and foreign publications are in separate volumes.

The record and the item must match exactly, including edition, publisher, and publication date. If a record is found, indicate citation source on the slip, and copy publisher, address, price and any identifying numbers (RLIN ID, LC card number, UMI catalog number).

II. PREPARATION

A. Worksheet

The microfilm preparation worksheet helps guide the material through the filming process, and records statistics and technical data. The first item is the bibliographic target. Minimum information needed for this are: author and/or title, place of publication, publisher, date.

Use either:
a. Shelf list card
b. RLIN printout for either catalog or acquisitions record, in LON format.

B. Shelf Search

The information on the deteriorated book form will give a complete accounting of the library's holdings. Gathering all

copies, or all volumes of a title will speed inventory and discard procedures. If volumes are missing and not found, it may be possible to request them through interlibrary loan. Charge all circulating volumes (not serials) you remove from the stacks to Search & Review.

C. Collation

It is important to ensure that the work to be filmed is complete, in order and legible.

1. Gather all parts, volumes, pages and arrange in order.

2. Check table of contents and illustrations list to get an overview of the features of the publication.

3. Examine each page, to make sure it is there and entirely legible. Erase defacing pencil and pen marks. Note irregularities in page numbering; we will mark them with a target later. If all or part of a page is missing or obliterated, indicate it as "missing." If a significant portion of the text (> 20 pages) needs replacement, we may decide to request that another library microfilm its copy. In other cases, we will request photocopies or volumes through ILL or directly from a holding library.

Once a title is bibliographically complete, it is certain to be filmed. These next steps are for final processing before filming.

D. Log In

Each title is assigned a sequential title control (TC) number in the logbook. This will enable us to check up on the progress of individual titles, and ensure that shipments are complete on return. The logbook is the only record for serials sent, since they are not entered in Geac. Copy the TC number into the right margin of the worksheet.

The TC number may be used to differentiate between projects. Presently, the WWU student newspaper project uses TC numbers beginning with S (e.g., S241). The State newspaper project titles begin with N. General collection materials get a 4-numeric number.

E. Geac

Charge all circulating volumes to a Microfiln patron, with a 12/31/99 due date.

F. Targets

Prepare the necessary targets and insert in place in the books. The filmer already has the following targets: Start, MN, copyright, technical (resolution), end of title, end of reel, continued on . . . . The filmer also places "optional" targets, e.g., an eye-legible target to mark the beginning of each volume.

We provide the following:

1. Eye-legible author/title
Use Le Print or other software on PC to print: author and/or title, place of publication, date.

2. Bibliographic target
Photocopy or affix the bibliographic record used on the worksheet. Note corrections wherever needed. Copy TC number in the space on the upper left corner. The filmer will fill in the rest. Place the bibliographic target behind the eye-legible target, and place then both at the front of the book, or first volume of the set.

3. Optional targets
These are "optional" in the sense that they are eye-legible. They indicate either divisions (VOLUME 4 or PART 2) or features (MISPAGINATED, BEST COPY AVAILABLE, MISSING PAGES 14-15). A target is placed at the beginning of each volume and at the point of each condition described.

IV. QUEUING ON RLIN

All titles to be filmed must have a record with a QD entered in RLIN. There will be three different situations for materials we send for filming: 1) RLIN has an NYUG record, 2) RLIN has a record that is not NYUG, 3) there is no record in RLIN.

Where there is an NYUG record, use the CAT MAI function to add a QD to the bibliographic record. On the HOL screen, in the SHM field, add a note, $sIn process of being microfilmed. If the book has a barcode, enter the number in the SHM field after $r, e.g., $r012874934. If the paper copy is to be retained, add a SHM note, $sHard copy retained. This will alert the Catalog Maintenance staff not to delete the record for the original. Also on the HOL screen, enter N in the DIS field and the copy number in the COP field (use "1" if not certain).

If there is no NYUG record, or no record at all, use the ACQ function to CRE or CRE * a record with the QD.

For both Cat and Acq records, enter Sh[microform] after the title in the 245 field, and complete a 533 field for microfilm

information. Print a copy of the record in the LCN format, and use it as the bibliographic target, and on the worksheet.

III. PACKING AND SHIPPING

Before packing, make sure that each title has targets in place. Tie volumes with book tape to hold paperwork in and hold parts together. If the volume should remain intact, affix a note to the cover stating DO NOT DISBIND.

Pack boxes so that volumes will not slide around and damage each other. The microfilmer will pick up shipments on an arranged schedule.

Put duplicate copies of books aside and process with the filmed copy when it is returned.

IV. FILMING

The microfilmer is responsible for assignment of MN numbers to reels, filming, methylene blue testing, quality control and inspection. Currently, MSC does not disbind materials unless instructed to do so. Our agreement specifies generation of three film copies, per RLG specs.

V. PROCESSING AFTER FILMING

Each title is returned with a QC form. The information on this form indicates the characteristics of the film and any problems that may have been discovered. The form's information helps with completion of the worksheet and box label preparation.

When film and books are returned by the filmer, take the following steps:

A. Log in each title in the logbook, with date returned and MN number.

B. Complete worksheet with QC information—density, reduction ratio, image placement. File worksheet and deteriorated book form by MN number.

C. Print box labels on bindery PC.

D. Prepare transmittal sheet for cataloger. Prepare one sheet for a reel, or for a title if the title takes up more than 1 reel. List MN number, short title, and RLIN ID for QD record. Affix the bibliographic targets for each title to the transmittal sheet.

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VI. DISTRIBUTION

A. Film

1. Send positive copy of film with transmittal sheet to cataloging, and note date in logbook.

2. Send duplicate negative to Systems Office for storage.

3. Send master negatives to National Underground Storage (NUS).

a. Prepare NUS label for each reel and affix top copy to box. Fill in New York University for Company, and MN for Roll No. Retain yellow copy until official receipt is returned.

b. Send labels with letter to NUS via first class mail. Letter should give number of reels, method of shipment (usually UPS), and date of shipment.

c. Pack and ship film. Line shipping container with bubble wrap to protect reels. Ship via UPS through ILL office. Indicate insured value of $75 per master negative reel. (For any film shipment, follow this procedure. Insured value for duplicate copies is $15.)

d. Send RLG report form to Patty McClung; retain copy for files.

B. Books

Discard and CPY ERA books in circ system. Then, send books, with FILMED flag, to catalog maintenance. Process any duplicate copies together. For serial volumes, remove from covers and stamp DISCARDED. Prepare Unisec correction form, and catalog correction form if there is an RLIN/Bobcat record, and send to the Serials Cataloger. Retain copy for files.

pre095
rev03/24/88

CORNELL UNIVERSITY LIBRARIES

MEMORANDUM

Date: Nov. 24, 1980

To: College and Department Librarians

From: Joan Brink, Commercial Binding Office, Conservation Dept. 38 Olin Library

Subject: Further to John Dean's memo of Nov. 17, 1980 referring to missing periodical parts.

PROCEDURE FOR PHOTOCOPYING FOR BINDING:

1. All preservation copies for binding should be made one page per exposure, double-sided copying should be provided unless otherwise specified.

2. Every page of the original should be aligned on the platen consistently, straight and parallel to the edge of the paper. Recto and verso of double-sided copying should be lined up so they are in register, i.e., back-to-back. (A mask on the platen will help center the image, eliminate dark borders, and allow for consistent alignment.)

3. A minimum border of 3/4-inch should be allowed on the left margin of the recto of photocopies for binding. At least 1/2-inch margin should be left on the remaining three edges of the photocopy, for trimming during binding. Copies should also be made so that the recto of the original is also the recto of the photocopy.

4. Foldouts should be copies in sections if they are larger than the largest available size of photocopy paper. Sections should align well so that they may be reassembled into a single flat sheet. The binding margin of 3/4-inch is required for photocopies for binding.

5. Everything in the original text should be copied (this includes advertising), with the exception of extraneous material laid in or tipped on to the original text.

6. Photocopy must be of high quality, complete, and in the order of the original. Recopy if necessary.

7. DO NOT ATTEMPT TO TRIM PHOTOCOPIES!

8. If photocopies are being ordered from Olin Copy Center, a copy of the instruction attached should be included along with the copy order.

9. If photocopies are being ordered from ILR, you should specify "Preservation photocopy for binding, per RLG specifications".

*** Any questions you may have, which have not been covered in these procedures, pleas feel free to call and ask me at any time.

RECORD KEEPING

BRITTLE BOOK PROGRAM STATISTICS

UNIVERSITY OF ROCHESTER LIBRARIES

Date												
Reviewed												
Repair in house												
Commercial rebind												
Withdraw												
Enclose												
Replace with film/fiche												
Preservation film												
Replace with paper copy												
Preservation photocopy												
Bibliographer												

CORNELL UNIVERSITY LIBRARIES

PC File III Database on Brittle Books
Example of an Item Record

Record number 5

```
Last_Name     Nevins
First_Name    Allan
Title         Diary of George Templeton Stro
Call_no       E415.9 S86 A3
Publ_Year     1952
Selector      BRU
Type   1     (if monograph = 1, if series = 0)
Action:     Withdraw   N          Reprint    N
            Com_Micro  N          Photo_LBS  N          Photo_In  N
            Microfilm  N          Phase_D    y
            Other      N    (if yes, see comments)
Init_Date
Cost#
Fund
Comp_Date
Comments      Other volumes not brittle.
```

```
D Delete
M Modify
S new Search
E End of file
B Beginning "
N Next record
P Prior record
R get by Rcd#
+ browse down
- browse up
Q Quit finding
```

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CORNELL UNIVERSITY LIBRARIES
PC File III Database on Brittle Books
Selectors' Decisions, and Associated Costs

Brittle Books
From : 88/06/01
To : 88/09/01

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
BLO	14	0	0	0	3	0	8	0

Total : 25
Withdraw : 14
Replacement : 3
Phase-D : 8
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
BRU	38	0	0	0	1	0	12	0

Total : 51
Withdraw : 38
Replacement : 1
Phase-D : 12
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
CAR	12	0	0	0	2	0	33	0

Total : 47
Withdraw : 12
Replacement : 2
Phase-D : 33
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
COR	0	1	0	0	0	0	1	15

Total : 17
Withdraw : 0
Replacement : 1
Phase-D : 1
Other : 15

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
FIN	0	0	0	0	0	0	0	0

Total : 0
Withdraw : 0
Replacement : 0
Phase-D : 0
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
HAR	0	0	1	0	0	0	0	60

Total : 61
Withdraw : 0
Replacement : 1
Phase-D : 0
Other : 60

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
HOL	0	0	0	0	0	0	0	0

Total : 0
Withdraw : 0
Replacement : 0
Phase-D : 0
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
HSU	11	1	0	0	0	0	14	1

Total : 27
Withdraw : 11
Replacement : 1
Phase-D : 14
Other : 1

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
JEB	37	0	0	0	2	0	59	0

Total : 98
Withdraw : 37
Replacement : 2
Phase-D : 59
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
KAY	2	0	0	0	0	0	3	0

Total : 5
Withdraw : 2
Replacement : 0
Phase-D : 3
Other : 0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
KIB	12	1	0	0	0	0	8	0

Withdraw	12
Replacement	1
Phase-D	8
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
KRO	28	3	2	0	1	0	17	1

Total	52
Withdraw	28
Replacement	6
Phase-D	17
Other	1

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
MUS	0	0	0	0	0	0	0	0

Total	0
Withdraw	0
Replacement	0
Phase-D	0
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
SKI	0	0	0	0	0	0	0	0

Total	0
Withdraw	0
Replacement	0
Phase-D	0
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
SZE	3	0	0	0	1	0	14	0

Total	18
Withdraw	3
Replacement	1
Phase-D	14
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
WAL	4	0	0	0	0	0	19	0

Total	23
Withdraw	4
Replacement	0
Phase-D	19
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
WAW	12	0	0	0	0	0	4	0

Total	16
Withdraw	12
Replacement	0
Phase-D	4
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
WAS	0	0	0	0	2	0	0	0

Total	2
Withdraw	0
Replacement	2
Phase-D	0
Other	0

Selector	With-draw	Reprint	Comm Micro	Photo LBS	Photo In-house	Micro form	Phase Det.	Other
	0	0	0	0	0	0	0	

Total	0
Withdraw	0
Replacement	0
Phase-D	0
Other	0

Selector	Total spent/per selector	% money
BLO	12.48	3.42
BRU	7.04	1.93
CAR	5.76	1.58
COR	66.24	18.14
FIN	0.00	0.00
HAR	23.00	6.30
HOL	0.00	0.00
HSU	0.00	0.00
JEB	13.76	3.77
KAY	0.00	0.00
KIB	25.00	6.85
KRO	198.00	54.22
MUS	0.00	0.00
SKI	0.00	0.00
SZE	8.48	2.32
WAL	0.00	0.00
WAW	0.00	0.00
WAS	5.44	1.49
	0.00	0.00

Action			percent	Cost
Withdraw	:	173	0.37	--------
Reprint	:	6	0.01	156.24
Commercial microform	:	3	0.01	148.00
Photocopy-LBS	:	0	0.00	0.00
Photocopy-in-house	:	13	0.03	60.96
Microform	:	0	0.00	0.00
Phase-Det.	:	192	0.41	--------
Other	:	78	0.17	--------
Total	:	465	Total cost	365.20

SELECTED READING LIST

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Association of Research Libraries. Preservation: A Research Library Priority for the 1990s. Ed. Jan Merill-Oldham, Washington, D.C., 1988.

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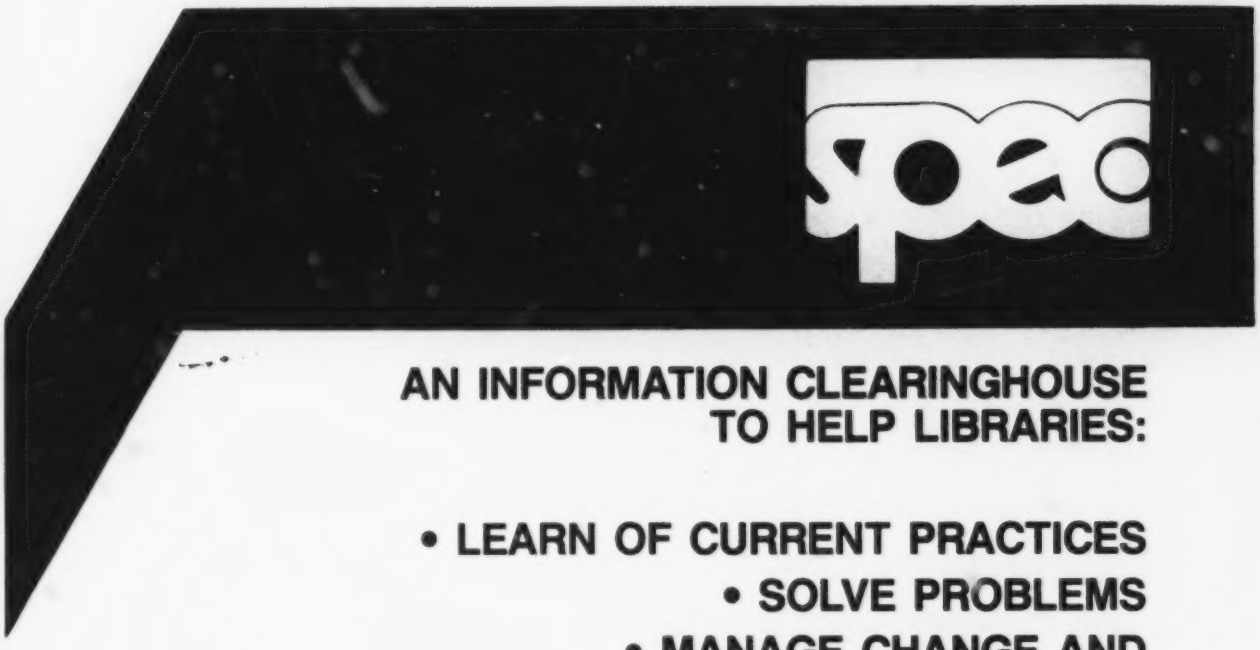
Gwinn, Nancy E., ed. Preservation Microfilming: A Guide For Librarians and Archivists. American Library Association: Chicago, 1987.

Research Libraries Group. RLG Preservation Manual. 2nd ed., Stanford, Calif., 1986.

Walker, Gay. "Preservation Decision-Making and Archival Photocopying," Restaurator, 8: 40-51, 1987.

SYSTEMS AND PROCEDURES EXCHANGE CENTER



AN INFORMATION CLEARINGHOUSE TO HELP LIBRARIES:

- **LEARN OF CURRENT PRACTICES**
- **SOLVE PROBLEMS**
- **MANAGE CHANGE AND**
- **IMPROVE PERFORMANCE**

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